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Chapter 1
General Information

Introduction

The PhD Student Handbook for the University of New Mexico (UNM) College of Nursing has been developed to help both students and faculty find the answers to common questions that arise as students progress through the program. Policies and procedures included in this document are subject to change and may be superseded by actions of the College of Nursing PhD Committee or changes in University or College policies. When changes occur, updated information will be provided to students and faculty, and the Handbook will be updated to reflect the changes for the following academic year. Additional references, which contain policies for the PhD Program, can be found in “The Graduate Program” section in the University of New Mexico 2015-2016 Catalog (http://catalog-devl.unm.edu/catalogs/2015-2016/). This catalog also is updated regularly, so be sure to refer to the latest version.

This Handbook does not constitute a binding contract between the College and the student and does not supersede information provided in the UNM Catalog. Students are bound to UNM policies and are encouraged to check the UNM Catalog as their definitive source of information. It should be noted that the University and the College of Nursing reserve the right to change any provisions or requirements at any time within the student’s term of residence.

Please note that sections from the UNM Catalog and the UNM Pathfinder (the UNM Student Handbook) were used in whole or adapted for this PhD Student Handbook. Please refer to the original sources for clarification or additional information, as appropriate.

Please do not hesitate to contact the College of Nursing Advisement Office, PhD Program Director, or faculty advisors for clarification of information contained in this Handbook or for any other questions.
Message From the Dean
College of Nursing

The College continues to be on the forefront of nursing in New Mexico and the nation. We are a nationally ranked graduate nursing program, and the faculty’s achievements include nationally funded projects, state-funded contracts, and organizational leadership in Sigma Theta Tau International, the Western Institute of Nursing, and many other significant organizations. The faculty are excellent methodologists, content experts, and mentors, and you can find their publications in many nursing and interdisciplinary journals.

The College historically has focused its research and service projects on promoting health and preventing disease, while helping patients and families manage illnesses. Much of our work has been community based, centered on improving health outcomes for vulnerable populations and reducing health disparities. The College also leads in health policy research, analysis, and advocacy to create interdisciplinary solutions to urgent health care and health policy problems.

While these priorities continue to be the cornerstone of our research, we are building on our strengths to develop our capacity in new areas, such as dissemination and implementation science. The College is working in interdisciplinary research teams to promote the adoption of evidenced-based clinical practice guidelines and develop new partnerships with industry, regional and national organizations, and government. This model of collaborative research and service will grow in coming years as we work with our colleagues and partners to address important New Mexico health priorities.

The College also leverages its expertise in focusing on research that includes outcomes relevant to patients. This translational approach—developing and delivering health solutions directly to patients and communities—better positions the College to respond to the growing national emphasis on patient-centered outcomes research.

Our student body is composed of 557 students, including 46 PhD students. There are now 33 graduates of our PhD program. Our students and growing alumni represent a rich ethnic and cultural diversity and a wealth of personal and professional experience. UNM continues to be one of the leading Hispanic-Serving Institutions in the country. Students have the opportunity to participate in many interdisciplinary activities at UNM and in the Robert Wood Johnson Foundation Center for Health Policy. The courses in Health Policy provide the opportunity to learn from a wide network of scholars in health policy and to increase the influence of nurses in establishing policy and decreasing disparities.

I am pleased to greet you on behalf of the faculty, staff, and students. Please take full advantage of the interdisciplinary opportunities at the University. I know your educational endeavor will be a truly rewarding one. I wish you a professionally growth-producing and personally satisfying journey! I look forward to working with you during your PhD studies and as you join us as doctorally prepared faculty, researchers, and policy-makers.

Nancy Ridenour, PhD, APRN, BC, FAAN
Dean and Professor (Tenured)
Welcome to the PhD in Nursing program at the UNM College of Nursing. On behalf of the faculty, I want to extend a warm welcome as you join our program. We are excited about working with you as you pursue your PhD degree at the College of Nursing. You have made a very important decision to continue your academic preparation in a way that will enable you to lead the continuing development of the discipline. As a researcher and scholar, you will have an important role in shaping the future of nursing and in building the knowledge base that underlies everything we do as nurses. Your time here will be an amazing opportunity for personal growth as you gain the knowledge and abilities that will enable you to become an active leader in the field. There is a critical need for nurses with PhD preparation, and we are honored to be able to work with you as you pursue this academic goal.

This Handbook is an important source of information for you as you pursue your studies. Please become familiar with it and use it to help you answer questions that arise regarding your program. We greatly appreciate any suggestions you may have regarding how to make this Handbook more useful. If you have ideas for updates or additions, please send them to Anne Mattarella by email at: AMattarella@salud.unm.edu.

On behalf of the College of Nursing and all of the faculty, I wish you great success as well as enjoyment as you move through the program. Please do not hesitate to contact me any time if I can be of assistance to you. Again, I offer a sincere welcome and congratulations on becoming a UNM Lobo!

Marie L. Lobo, PhD, RN, FAAN
Professor (Tenured)
PhD Program Director
Chair, College of Nursing PhD Committee
About UNM

You learned a little about the College of Nursing from the Dean; we thought you also might want to know about...

THE UNIVERSITY OF NEW MEXICO

- Founded in 1889, UNM is the state’s largest university, serving more than 36,722 students.
- UNM is the state’s third largest employer, with more than 23,000 employees.
- UNM has NM’s only schools of law, medicine, pharmacy, and architecture.
- UNM operates NM’s only academic health center, the Health Sciences Center.
- UNM’s Pueblo Revival architecture is unique in the nation.
- UNM is a city within a city, with performance venues, athletic facilities, museums, galleries, stores, and eateries, as well as police, safety, and utility departments.
- Branch campuses are located in Valencia County, Gallup, Los Alamos, and Taos.
- UNM awarded 6,406 degrees and certificates in 2013-2014.
- UNM's Albuquerque Campus offers more than 370 active degree and certificate programs. There are 174 baccalaureate, 90 master's, and 54 doctoral degree programs.
- UNM is home of the New Mexico Lobos.

UNM AWARDS AND HONORS

- The only Carnegie Very High Research (VHR) University in New Mexico—this designation recognizes an exceptional level of funded research and an array of programs.
- Minority-Serving Institution—UNM is one of only two Carnegie VHR Hispanic-Serving Institutions in the country.
- National Cancer Institute-designated cancer research and treatment center, 2005.
- *U.S. News and World Report* ranked UNM’s nursing/midwifery program fifth, rural medicine program second, and family medicine program ninth in its *America’s Best Graduate Schools, 2015*.
- *Hispanic Outlook in Higher Education* ranks UNM among the top 100 for recruiting, retaining, educating, and graduating Hispanics.

THE HEALTH SCIENCES CENTER

- UNM’s Health Sciences Center unites academic and clinical components of the University, including: School of Medicine, College of Nursing, College of Pharmacy, UNM Cancer Research and Treatment Center, and UNM Hospitals and Family Clinics.
- Only Level-I Trauma Center in the state.
- Five teaching hospitals.
- 438 Medical students.
- 586 Medical residents.
- 499 Nursing students.
- 341 Pharmacy students.
- 505 Students in other health care fields (e.g., OT, PT, Dental Hygiene, etc.).
- Provides $180 million in uncompensated indigent care to New Mexicans.
- Receives approximately $147 million in contracts and grants.
Communication Within the College of Nursing

Throughout your PhD program of studies, you will find faculty and staff who are ready to facilitate your progress. For course-related issues or questions, be sure to contact the course instructor first. The faculty advisor assigned to you during your first semester of enrollment is also available to answer non-course-related questions and assist you through the first year of your studies. By the summer of your second year of enrollment, you will have identified a Chair for your Committee on Studies, who will then serve as your faculty advisor. Finally, when you have advanced to PhD candidacy, the Chair of your Dissertation Committee will guide you through your doctoral research, as he/she serves as both your dissertation director and faculty advisor through the end of your program. Details regarding these committees and processes are included in this Handbook.

If you are a Robert Wood Johnson Foundation (RWJF) Nursing Fellow or other PhD nursing student in Health Policy, you should contact the Director of the RWJF Nursing & Health Policy Collaborative for questions related to the RWJF Collaborative Fellowship or Health Policy curriculum.

If you have course or program questions or concerns that cannot be resolved at the level of the advisor, course instructor, or Director of the RWJF Nursing & Health Policy Collaborative (as appropriate), you should contact the PhD Program Director (see the Flow Chart on the following page). If the issue still cannot be resolved, contact the Chair, Research & PhD Studies, in the College of Nursing. Names and contact information for these faculty, as well as our PhD staff contacts in the College of Nursing Advisement Office and RWJF Nursing & Health Policy Collaborative, are below:

**Chair, Research & PhD Studies**
Dr. Beth Rodgers  
rogersb@salud.unm.edu

**PhD Studies Program Director**
Dr. Marie Lobo  
MLobo@salud.unm.edu

**Director, RWJF Nursing & Health Policy Collaborative**
Dr. Shana Judge  
SMJudge@salud.unm.edu

**PhD Program Planning Manager**
Ms. Mary Jastrzemski  
maryjazz@unm.edu

**Research Team Administrative Assistant III**
Ms. Casey Burnett  
CBurnett@salud.unm.edu

**Advisement Office, PhD Advisor (staff)**
Ms. Jeri Belsher  
JBelsher@salud.unm.edu

**Program Specialist, RWJF Nursing & Health Policy Collaborative**
Ms. Antoinette Sabedra  
ASabedra@salud.unm.edu

**Program Coordinator, RWJF Nursing & Health Policy Collaborative**
Ms. Sally Barker  
sabarker@salud.unm.edu
Flow Chart for Informal Resolution of Issues in the Nursing PhD Program

Note: Your faculty advisor should be consulted (as appropriate) whenever there is an issue of concern to you. Often, the issue can be resolved at the level of the faculty advisor. If not, then the informal communication process, depicted below, should be followed. The formal process for resolution of issues not otherwise resolved is described in the UNM Catalog and in this Handbook under the section entitled Graduate Student Academic Grievance Procedures.

Issue Related to a Course
  ↓
Contact Course Instructor
  ↓
Resolved
  ↓
No Further Action
  ↓
Resolved
  ↓
No Further Action

Non-Course-Related Academic Issue
  ↓
Contact Faculty Advisor
  ↓
Not Resolved
  ↓
Contact the PhD Program Director
  ↓
Resolved
  ↓
No Further Action

Issue Related to RWJF Collaborative Fellowship or Health Policy Curriculum
  ↓
Contact the Director, RWJF Nursing & Health Policy Collaborative
  ↓
Not Resolved
  ↓
Resolved
  ↓
No Further Action

Non-Course-Related Academic Issue
  ↓
Contact the Chair, Research & PhD Studies
  ↓
Not Resolved
  ↓
Initiate the Graduate Student Academic Grievance Procedures, as Appropriate
  ↓
Resolved
  ↓
No Further Action

Formal Process for Resolution of Issues Not Otherwise Resolved is described in the UNM Catalog and in this Handbook under the section entitled Graduate Student Academic Grievance Procedures.
Mission, Vision, and Goals of the College of Nursing

College of Nursing Mission Statement

The mission of the CON is to provide exemplary and innovative education, research, practice, service, and leadership that improves state, national, and global health. The College’s efforts focus on the scholarship of nursing education, research, practice, and policy to inform and lead in the delivery and analysis of nursing and health care.

College of Nursing Vision Statement

The vision of the CON is to develop solutions for the most important nursing challenges pertaining to human health and health equity in our communities through education, scholarship, practice, and service.

College of Nursing Programmatic Goals

- Fully participate in UNM, HSC, and UNM Health System governance and policy-making bodies to achieve our vision, mission, and strategic goals.
- Produce graduates with the nursing expertise to improve health and promote the health equity of New Mexicans through leadership, research, policy, and the provision of exceptional health care.
- Provide outstanding educational programs to diverse student populations.
- Lead in state and national baccalaureate and graduate education in nursing.
- Expand and support a scholarship base consistent with being the flagship graduate nursing program in New Mexico and with UNM’s designation as a Research University with high research activity.
- Implement nursing and interprofessional faculty practice models that provide innovative, scholarly solutions to improve health.
- Provide statewide leadership and advocacy in nursing and health policy.
- Diversify the College of Nursing to increase representation to better reflect the communities we serve across the state of New Mexico.
- Develop entrepreneurial and innovative strategies to attract and efficiently manage CON resources (fiscal, physical, and human) in a changing economic environment.

UNM Health Sciences Center

The College of Nursing at UNM is part of the Health Sciences Center (HSC). As such, our mission and values are a part of the work of the HSC at large. More information about the HSC can be found at http://hsc.unm.edu/.

HSC Vision

The UNM Health Sciences Center will work with community partners to help New Mexico make more progress in health and health equity than any other state by 2020.
HSC Mission

The HSC’s mission is to provide an opportunity for all New Mexicans to obtain an excellent education in the health sciences. We will advance health sciences in the most important areas of human health with a focus on the priority health needs of our communities. As a majority-minority state, our mission will ensure that all populations in New Mexico have access to the highest quality health care.

Students With Disabilities

The Accessibility Resource Center (ARC) home page consists of documents and links that relate directly to circumstances at UNM, as well as guides to services available for qualified students with disabilities and valuable information for the entire UNM campus community. It can be found at: http://as2.unm.edu/.

The ARC home page also provides links to a variety of resources that can be accessed via the Web, in support of people with disabilities. These links will be useful to anyone who is interested in finding news and gaining insights on a large range of topics related to the full integration and inclusion of people with disabilities into the University community and the community at large: http://as2.unm.edu/links.html.

Financial Assistance

A variety of grant and loan programs are available to assist students with their education expenses. Information about financial aid available through the Office of Graduate Studies (OGS) can be found at http://ogs.unm.edu/funding/index.html and through the HSC Financial Aid website, at http://hsc.unm.edu/academicaffairs/financialaid/.

Support Available Through the Office of Graduate Studies

Graduate student support funds at UNM are provided in a variety of ways, including fellowships, grants, and assistantships. Contact the College of Nursing Financial Aid Office for information on the availability of assistantships (http://ogs.unm.edu/funding/assistantships.html). Ana Vigil and Kelsey Higgins are the Financial Aid Officers for nursing students. They are also your point of contact for information on Costs, Financial Aid, Scholarships, and Teaching Assistantships. They can be reached via email at amvigil@salud.unm.edu, higginsk@salud.unm.edu, or by phone at (505) 272-4223. The office is in Room 255 in the College of Nursing.

Pivot is an online service that allows the University of New Mexico community to search a wide variety of databases for funding information and opportunities, including grants, contracts, fellowships, and sponsored support. Databases include ARIS: Biomedical Sciences Report, Social and Natural Sciences Report, and Creative Arts and Humanities Report; Reference Service Press: Funding For Minorities, Funding To Go Abroad, Funding For Women; Taft Directory of Corporate and Foundation Givers; NIH Guide for Grants and Contracts; CFDA (Catalog of Federal Domestic Assistance), Commerce Business, Federal Register; and the
New Mexico Funding Directory. You must have a UNM NetID to access the service. Pivot funding opportunities are shown at http://pivot.cos.com/funding_main.

The OGS administers a variety of financial support programs (http://grad.unm.edu/funding/index.html), some of which require nomination by a graduate unit. They include:

- Graduate Dean’s Dissertation Fellowships.
- The Minority Doctoral Assistance Student Loan-for-Service Program.
- 3 Percent Scholarship.
- NM-AGEP (New Mexico Alliance for Graduate Education & the Professoriate).

Two funding programs allow for direct student application:

- The Graduate Fellowship Program.
- Graduate Research, Project and Travel (RPT) grants.

For a complete list, see the OGS Funding page (http://ogs.unm.edu/funding/index.html).

Each of the OGS-administered funding programs has an established deadline. If you are interested in being considered for programs that require nomination by the unit, it is important to contact the funding program well in advance of the deadline dates.

The FAFSA (Free Application for Federal Student Aid) application is used to apply for student loans. It is very important to complete this as soon as possible. The priority deadline is March 1st of each year; however, applications are accepted throughout the year. New students should complete both 2014-2015 FAFSA application for the Summer 2015 semester and the 2015-2016 FAFSA application for the Fall 2015 and Spring 2016 semesters. Applications may be submitted via the Internet at www.fafsa.ed.gov.

**Nursing Scholarships, Teaching Assistantships, and Nursing Faculty Loan Program Administered by the College of Nursing**

The priority deadlines for College of Nursing applications for financial aid are:

- March 15 for funding to begin Summer Semester;
- June 30 for funding to begin Fall Semester; and
- November 15 for funding to begin Spring Semester.

**College of Nursing Scholarships**

The College of Nursing makes departmental scholarship funds available to assist with the cost of books, tuition, and fees, with average awards of $500 to $2,000. Funds are limited, so the priority deadlines for applications are March 15 for the Summer semester, June 30 for the Fall semester, and November 15 for the Spring semester. Students must be accepted into the College of Nursing Graduate Program. If you would like an application or have questions, please call Ana Vigil, Financial Aid Officer, 505-272-4223, or email her at amvigil@salud.unm.edu.
The following scholarships are available to CON students:

*Aladino and Nellie Matteucci Endowed Scholarship:* First preference given to graduate students. Must be full time and demonstrate academic achievement.

*Blanche Ausley Montgomery Memorial Scholarship:* Must be NM state resident and a full-time undergraduate or graduate student who demonstrates academic achievement and financial need.

*Carolyn Dooley Martinez Scholarship Endowment in Nursing.* Open to current BSN, MSN, and PhD students.

*Dean Eleanor King Memorial Scholarship Endowment.* Must be in good academic standing and an undergraduate student admitted, enrolled, and working on a BSN or a graduate student working on an MSN or PhD in Nursing.

*Maggie Ferguson Memorial Scholarship Endowment in Nursing.* Open to current BSN, MSN, and PhD students.

*Marty and Dave Evans Scholarship Endowment in Nursing.* Open to current BSN, MSN, and PhD students.

*Maryann and Edwin G. Roos Endowed Scholarship in Nursing.* Open to current BSN, MSN, and PhD students in good academic standing.

*Peter and Geneva Meerdink Endowment Fund.* Open to current BSN, MSN, and PhD students.

*Virginia S. Jackson Endowed Scholarship in Nursing.* Open to current BSN, MSN, and PhD students in good academic standing. Preference given to NM residents.

**Other Opportunities**


*Seth Bonder Scholarship for Applied Operations Research in Health Services.*

*Novartis Pharmaceuticals Post-Master’s Certificate Scholarships.*

*Allied Health Student Loan for Service:* [www.hed.state.nm.us](http://www.hed.state.nm.us).

*Health Outcomes Predoctoral Fellowships.* Full-time students only.

*Zeta Phi Beta Sorority Inc. National Educational Foundation General Graduate Scholarship:* Full-time female students only.
**Nursing Faculty Loan Program**

The Nursing Faculty Loan Program (NFLP) is for graduate students with a goal of teaching in nursing (at any level) after completing the program. A 4-year service obligation in the United States is required. Funding is limited, and students in the NFLP receive priority. Please contact Ana Vigil, at amvigil@salud.unm.edu or (505) 272-4223, for further information.

**Teaching Assistantships**

The College hires Teaching Assistants prior to the beginning of the semester to assist faculty with teaching large undergraduate courses or levels. The graduate student must be taking at least 6 credit hours. Presently, the contract awards up to 6 credit hours of Resident tuition and fees and pays approximately $840 a month. A benefit to Non-Resident students is that tuition and fees are charged at the Resident rate for the semester hired. Student health insurance is also offered and paid through the contract. To apply, complete the same application as for scholarships noted earlier and attach a resume.

The second type of assistantship is a Research Assistantship, in which you will assist a Principal Investigator in various aspects of his/her funded research. The activities of these projects vary depending on the purpose of the research. Activities may include data collection, data entry, participant recruitment, and other tasks that are specific to the grant. The salary and possible tuition credit are specific to the position.

To apply, send a resume and cover letter to Ana Vigil, amvigil@salud.unm.edu, Financial Aid Officer, UNM College of Nursing.

**NRSA Predoctoral Fellowships**

Students are encouraged to apply for a Ruth L. Kirschstein National Research Service Award (NRSA) Individual Fellowship. This National Institutes of Health-sponsored program provides support for tuition and a stipend toward living expenses for students enrolled in full-time study. This prestigious award will assist students in their future research careers. Please speak with your mentor or advisor before you begin working on the application. The application form is labeled “Application Form PHS 416-1” and can be found along with the directions at http://grants1.nih.gov/grants/funding/416/phs416.htm.
Other Resources

- P.E.O. Women Helping Women: www.peointernational.org, or call (515)255-3153.
- Nursing Scholarships: http://www.nursingscholarship.us/
- Federal and state funding resources, along with information regarding loan repayment programs, may be found at the HSC Financial Aid website: http://hsc.unm.edu/academicaffairs/financialaid/.

Review for Protection of Human Subjects in Research

Human Subjects in Research

The Human Research Protection Office (HRPO), located on the HSC Campus, supports several research review committees at the HSC UNM, including the HSC Human Research Review Committees (HRRC). As students in the College of Nursing, you must obtain approval from the HSC HRRC before you can begin a study involving human subjects. All research that involves the HRPO, IRB, or HRRC must be submitted using the online Click IRB system (see below). Online training for Click IRB is available at Learning Central: https://learningcentral.health.unm.edu/learning/user/login.jsp.

All students MUST complete human subjects protection training.

The Collaborative Institutional Training Initiative (CITI) is required for all investigators submitting proposals for HRRC review. It is the responsibility of the Principal Investigator to ensure that all personnel involved in a research project have adequate training in the protection of human research subjects; therefore, all “key personnel” must complete the CITI training. Key personnel include all individuals responsible for the design and conduct of the study. This Web-based program is available at https://www.citiprogram.org/. Proof of your completion of this important training must be on file before you can participate in any research. Such training may be required prior to engaging in any research-related work with faculty. You will need to enter your NetID and password to access the module. Please notify your advisor if there is a problem accessing the training module.

Students may contact the HRPO Office at 272-1129 with any questions. However, the advisor or course faculty should be the first step in obtaining information pertaining to your individual situation.

The Research website for the UNM HSC has additional information that you may find helpful: http://hsc.unm.edu/research.

Click IRB

The HRPO recently implemented an online system for the submission and maintenance of HRRC applications. Investigators, including students, need to complete training on the use of
this system. More information about this system and links to training can be found at the HRPO website, http://hsc.unm.edu/som/research/HRRC/.

**HIPAA Module**

All students must complete the Health Insurance Portability and Accountability Act (HIPAA) training. This assures UNM that you understand the privacy rights of patients and research subjects.

To get to the HIPAA Module, go to Learning Central to complete the training (https://learningcentral.health.unm.edu/plateau/user/login.jsp). You will need your UNM NetID and password to sign in. Please notify your advisor if there is a problem. Proof of your completion of this important training must be in your file before you participate in any research.

**Animal Subjects in Research**

Neither students nor faculty may conduct research involving animal subjects until they have submitted a written protocol to one of the two Animal Care and Use Committees at UNM and have received approval for that protocol. The website for information on the use of animals in research is: http://hsc.unm.edu/som/research/acc/.
Chapter 2
Important Dates and Deadlines

Important Dates

The PhD program follows the University of New Mexico (UNM) Academic Calendar. The remainder of the CON (with the exception of the DNP program) follows a three-term calendar. This schedule is particularly important for post-BS-entry students who are required to take some 500-level courses that are on a “term” calendar, which differs from the UNM academic calendar. The UNM Academic Calendar can be found at: http://registrar.unm.edu/academic-calendar/ten-year-semester-dates-calendar.html.

Additionally, the Office of Graduate Studies (OGS) publishes a set of dates that are important to consider when scheduling the defense of your dissertation and preparing for graduation. Be sure to consult the OGS home page (http://grad.unm.edu/) for the most current information.

College of Nursing Dates for Semesters (see full College of Nursing Academic Calendar in the Appendix)

- Summer 2015 Semester: June 1 – July 25
- Fall 2015 Semester: August 17 – December 12
- Spring 2016 Semester: January 18 – May 14
- Summer 2016 Semester: June 6 – July 30
- Fall 2016 Semester: August 22 – December 17

Graduation/Dissertation Checklist

A student approaching the end of his/her PhD program must complete the required forms to graduate (all forms can be found in the forms section of the OGS website unless marked otherwise http://grad.unm.edu/resources/gs-forms/index.html).

Notification of Intent to Graduate

Students must inform the College of Nursing in writing of their intent to graduate. The graduate units must submit their proposed graduation list to OGS no later than 5:00 p.m. on the last day of the semester immediately preceding the semester of graduation. The College of Nursing Advisement Office requests that you notify them in writing of your intent to graduate by:

- March 1 for Summer graduation
- July 1 for Fall graduation
• October 1 for Spring graduation

**NOTE**: Failure to notify the College of Nursing of your intent to graduate on time may delay your graduation.

The **Announcement of Examination** form ([http://grad.unm.edu/resources/gs-forms/documents/announcement-examination.pdf](http://grad.unm.edu/resources/gs-forms/documents/announcement-examination.pdf); under Examinations/Grades) is due in OGS at least 2 weeks before your dissertation defense is scheduled.

The **Report on Thesis or Dissertation** form ([http://grad.unm.edu/resources/gs-forms/documents/thesis-dissertation-report.pdf](http://grad.unm.edu/resources/gs-forms/documents/thesis-dissertation-report.pdf); under Manuscripts) from each of your Dissertation Committee members is due in OGS by the graduation deadline (see deadline dates below). Usually, the student’s Dissertation Committee Chair or the College of Nursing Advisement Office handles this paperwork. Check with your Dissertation Committee Chair if you have questions about these forms.

Please see Chapter 5 for detailed information about the Dissertation.

**Deadlines for Completion of Degree Requirements**

For you to graduate in a particular semester, you must complete all of your degree requirements, complete your defense, make all necessary revisions to your manuscript, and have it accepted by OGS by the following dates:

• **Spring Graduation** – April 15
• **Summer Graduation** – July 15
• **Fall Graduation** – November 15

**NOTE**: If any of the deadlines occur on a weekend or a holiday during which UNM is closed, the deadline will be moved to the next business day. **Manuscript formatting guidelines** are available at: [http://ogs.unm.edu/degree-completion/thesis-dissertations/guidelines.html](http://ogs.unm.edu/degree-completion/thesis-dissertations/guidelines.html). Please make sure you follow them carefully. Check with your Chair about College of Nursing guidelines. **CON follows APA format.**

Refer to Appendices A and B for additional resources and references.
Chapter 3

PhD Program in Nursing Overview

The PhD Program in Nursing prepares individuals to assume leadership roles in academia, including the scholarship of teaching, research, and professional service. The program focuses on nursing education and knowledge development in the provision of care for multicultural, rural, and underserved populations, and the improvement of nursing care outcomes of individuals, families, and systems, with a special emphasis on women of all ages and children. Graduates of the PhD program will be able to:

- Assume the role of the PhD-prepared nurse in teaching, scholarship, leadership, and service.
- Accept the responsibility for self-directed scholarly development in an ongoing research program, focused on patient care improvement, especially for women, children, and families.
- Conduct independent formal inquiry pertaining to health care, reflective caring practice, critical synthesis of existing knowledge, and generation of new knowledge and theory.
- Practice nursing reflectively, guided by theory, based on best evidence, and integrating creative and critical thinking.
- Cultivate research expertise relative to a particular population, setting, or human response to health or illness.
- Evaluate and critique social policy relevant to the organization and delivery of health care.

The PhD program is planned for part-time study. The part-time program is expected to take 4 to 5 years for master’s-prepared applicants, with an additional year for students admitted under the BSN option. Students are required to complete 6 credit hours of prescribed courses in the first Summer semester and then 6 credit hours of prescribed courses each semester (Fall, Spring, Summer) until completion of the coursework. Options exist for students who wish to complete the program faster. On acceptance into the program, each student will be required to commit to a program of studies (see Appendix B, College of Nursing Forms and Procedures).

**Note: RWJF Collaborative Fellows follow a full-time plan of studies.**

In addition to the required coursework, during the first 3 years of enrollment, all students are required to come to Albuquerque for 1 week each Summer semester for an intensive on-the-ground experience (Residency Week). Students are also required to attend the Western Institute of Nursing (WIN) Research Conference for 2 years, where they will have opportunities to present their scholarship and meet with their faculty, classmates, and other scholars from
the western states. After attendance at two WIN Conferences, students are required to attend at least one research conference each year (approved by their Committee on Studies) until completion of their degree. Students are responsible for the cost of conference registration and travel to the meetings. The WIN Research Conference is held in a different city in the western region each year. **Note:** RWJF Collaborative Fellows have additional meeting/conference requirements and face-to-face time in Albuquerque.

**Overview of the PhD Program Curriculum**

**Areas of Study**

All PhD students complete a required core of coursework. Additional work is focused either on Health Policy (as a fellow or as an area of concentration) or a program of study that is structured to meet individual goals (individualized plan of study). Students wishing to have a PhD in Nursing with a concentration in Health Policy must be formally accepted into the concentration at the time of admission to the PhD program or subsequent to admission to the PhD program through submission of required materials by the deadline. All students take the same 24 credits of core courses and prescribed research methods courses. The substantive area coursework will vary, depending on the student’s plan of study (individualized vs. Health Policy). The student’s advisor and Committee on Studies will guide the student in selecting coursework that will help meet personal, professional, and scholarship needs.

**Curriculum Plan**

The PhD curriculum consists of a core of PhD courses on philosophy of science, theory, statistics, health policy, and research design. Students additionally choose from a selection of research methods courses, substantive area courses, and electives. Students admitted under the BSN entry option complete 18 prerequisite credits before starting the PhD coursework. Post-baccalaureate students should consult the PhD Program Director for requirements that are in addition to those listed in this section.

**Core Courses – 24 credits**

All students are required to take the following core courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>N600</td>
<td>Philosophical Foundations of Nursing</td>
</tr>
<tr>
<td>N601</td>
<td>Theory I: Methods and Processes of Nursing Knowledge Development</td>
</tr>
<tr>
<td>N602</td>
<td>Theory II: Synthesis of Knowledge for Nursing Inquiry</td>
</tr>
<tr>
<td>N606</td>
<td>Quantitative Methods in Health Research</td>
</tr>
<tr>
<td>N607</td>
<td>Qualitative Methods in Health Research</td>
</tr>
<tr>
<td>N620</td>
<td>Health Care Statistics I</td>
</tr>
<tr>
<td>N621</td>
<td>Health Care Statistics II</td>
</tr>
<tr>
<td>N640 or N641</td>
<td>Health Policy, Politics, and Evidence <em>(preferred)</em> or Health Disparities and Policy</td>
</tr>
<tr>
<td>N690</td>
<td>PhD Seminar</td>
</tr>
</tbody>
</table>
Substantive Area Courses – 9 credits for individualized plan of study; 3 credits for Health Policy concentration

Students following an individualized plan of study are required to select at least three of the four substantive area courses listed below. RWJF Collaborative Fellows and other students in the Health Policy concentration take one course chosen from NURS 608, NURS 609, or NURS 611.

N605  Symptom Management Science
N608  Environments of Human Health and Nursing
N609  Family Health: Concepts, Issues, and Outcomes
N611  Rural and Cultural Health
N641  Health Disparities and Policy (or N640 by exception for 2014 admits)

Health Policy Concentration Courses – 13 credits (required for RWJF Collaborative Fellows and other Health Policy students; may serve as electives for students pursuing an individualized plan of study)

N640  Health Policy, Politics, and Evidence
N641  Health Disparities and Policy
N642  Applied Health Economics
N648  Introduction to Health Policy Field Placement
N649  Health Policy Field Placement

Methods Courses – 6 credits

All students are required to select at least one of the advanced courses (N622 Advanced Quantitative Methods or N623 Advanced Qualitative Methods) PLUS one additional course:

N612  Health Outcomes Research
N613  Mixed Methods Research
N614  Instrumentation
N615  Critical Ethnography and CBPR in Health Care Research
N616  Secondary Data in Health Research
N622  Advanced Quantitative Methods
N623  Advanced Qualitative Methods
N624  Behavioral Observation Methods

Electives – 12 credits

Students following an individualized plan of study will take at least four elective courses (12 credits) in the student’s area of interest approved in advance by the student’s Committee on Studies. RWJF Collaborative Fellows and other Health Policy students take two elective courses (6 credits) related to health policy, approved in advance by the student’s Committee on Studies. For all students, subject to the approval of the Committee on Studies, up to 6 credits of electives may be taken as independent study as part of the program of studies;
however, no more than 3 credits of independent study in Nursing may be applied to the degree requirements.

**Dissertation – 18 credits**
Students must complete 18 credits of NURS 699 Dissertation. Once enrollment in NURS 699 begins (may be counted no earlier than the semester in which the student passes the PhD comprehensive exam), the student must enroll in at least 6 credits of NURS 699 each semester until completion of the PhD degree. Students may include the NURS 699 credits in their Application for Candidacy during the semester in which they pass the PhD comprehensive examination and subsequent semesters. During completion of the dissertation, it is possible that students will have enrolled in more than 18 credits of NURS 699; however, no more than 18 credits of NURS 699 will be counted in the Application for Candidacy for degree requirements. **Note:** During the semester of the comprehensive examination, a student may enroll in 3 credits of NURS 699.

<table>
<thead>
<tr>
<th>Individualized Plan of Study</th>
<th>51 credits of coursework + 18 credits of dissertation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Policy Concentration</td>
<td>52 credits of coursework + 18 credits of dissertation</td>
</tr>
<tr>
<td>BSN Entry Option (includes 18 credits of bridge coursework)</td>
<td>69 credits of coursework + 18 credits of dissertation</td>
</tr>
<tr>
<td>Total Credits: Individualized Plan of Study</td>
<td>69 credits</td>
</tr>
<tr>
<td>Total Credits: Health Policy Concentration</td>
<td>70 credits</td>
</tr>
<tr>
<td>Total Credits: BSN Entry Option</td>
<td>87 credits</td>
</tr>
</tbody>
</table>

**Course Information**

The following course titles and descriptions are from the *UNM Catalog*:

**600. Philosophical Foundations of Nursing Science. (3)**
Focuses on the ontological and epistemological foundations of nursing as a discipline. The development of nursing knowledge and science are explored in regard to philosophical, historical, and social contexts.
**Restriction:** admitted to doctoral program in nursing.

**601. Theory I: Methods and Processes of Nursing Knowledge Development. (3)**
Focuses on analysis and critique of both developmental processes and composition of concepts and theory as components of nursing disciplinary knowledge. Emphasis is placed on the components and types of theoretical constructions relevant to the discipline and processes of concept and theory development.

**602. Theory II: Synthesis of Knowledge for Nursing Inquiry. (3)**
Focuses on critical examination of existing and evolving knowledge drawn from nursing and other disciplines. Emphasis is on the analysis, critique, and synthesis of extant knowledge and theory in application to a problem in nursing and health care.
**Prerequisite:** 601.
605. Symptom Management Science. (3)
Focuses on the study of symptoms and symptom management in nursing research. The emphasis is on building an understanding of the theoretical, methodological, and practical issues surrounding the study of symptoms in health care.

606. Quantitative Methods in Health Research. (3)
Focuses on the critical analysis and application of quantitative research designs and methods used to study clinical problems and health policy issues. Emphasis is on survey methods and on nonexperimental and single-group quasi-experimental designs.
Prerequisites: 620 and 621.

607. Qualitative Methods in Health Research. (3)
Exploration of major methodological traditions and techniques of qualitative research and their applications to knowledge development in nursing and health research.

608. Environments of Human Health and Nursing. (3)
Analysis of physical and social environments in relation to individuals, families, groups and communities. Examination of human health as an outcome of interactions with varying levels of environments.
Restriction: admitted to doctoral program in nursing.

609. Family Health: Concepts, Issues, and Outcomes. (3)
Emphasizes the family as the unit of research. It critically analyzes factors affecting health outcomes for families and their members, including risk and resilience, health promotion, and transitions, with health policy implications for enhancement of family health and capacity.
Restriction: admitted to doctoral program in nursing.

610. Nursing Education: Pedagogy and Roles. (3)
Explores the teaching–learning process in clinical and classroom settings. Examines issues impacting the educational process, such as student and faculty recruitment, health care environment, differentiation of practice, advanced practice, reduced resources, and links with theory and research.
Restriction: admitted to doctoral program in nursing.

611. Rural and Cultural Health. (3)
Restriction: admitted to doctoral program in nursing.

612. Health Outcomes Research. (3)
This course focuses on the advanced analysis and application of quantitative research designs and methods to study patient-centered outcomes and the comparative effectiveness of therapies, health interventions, and systems of health care delivery.
Prerequisite: 606. Restriction: admitted to doctoral program in nursing.
613. Mixed Methods Research. (3)
This course presents a brief overview of research paradigms with a particular emphasis placed on formulating research questions, methods, and analysis appropriate for a mixed method/model approach to behavioral and social science research. **Prerequisites:** 606 and 607.

614. Instrumentation. (3)
Provides a knowledge base for PhD students in the methods used for evaluating or constructing and testing instruments to measure health-related, psychosocial, and behavioral phenomena. **Prerequisite:** 621.

615. Critical Ethnography and CBPR in Health Care Research. (3)
Examines conceptual/philosophical traditions, foundations, characteristics, procedures, applications, and contexts for health care research involving critical ethnographic and CBPR methods. Focuses on strategies for designing and implementing studies in multicultural settings and diverse populations. **Prerequisite:** 607.

616. Secondary Data in Health Research.
This course introduces students to the use of secondary data in health research, with a focus on using these data to address questions regarding the impact of sociodemographic factors and public policy on health-related outcomes. Students will gain practical experience in acquiring, managing, and analyzing secondary data, reporting the results of their analyses, and evaluating recent health research that uses secondary data sources. Students must have access to and some experience with Microsoft Excel and a statistical software package, such as SPSS or Stata.

620. Health Care Statistics I. (3)
This course is designed to provide the student with knowledge, skills, and practice in performing, analyzing, and interpreting quantitative data. Course content will include descriptive data analysis, as well as parametric and nonparametric statistical tests of association and differences. **Restriction:** admitted to doctoral program in nursing.

621. Health Care Statistics II. (3)
Provides knowledge, skills, and practice in analyzing and interpreting quantitative data using multivariate statistical techniques, including multiple linear and logistic regression, factorial analysis of variance and covariance, and exploratory factor analysis. **Prerequisite:** 620.

622. Advanced Quantitative Methods. (3)
This course focuses on advanced quantitative research design and methods, with particular focus on quasi-experimental and experimental designs. The emphasis is on emerging trends and controversies in quantitative methods.
623. Advanced Qualitative Methods. (3)
This course focuses on advanced techniques for qualitative research design and data analysis. Emphasis is on the study of symptoms and symptom management in nursing research. The emphasis is on the conduct of qualitative research and emerging trends and controversies.

624. Behavioral Observation Methods. (3)
This course will be an in-depth introduction to observational research measurement. Development of data collection strategies, inter-observer reliability, and data analysis strategies will be covered.
Prerequisites: 606 and 607.

627. Qualitative Data Analysis. (3)
Focuses on the management of critical analysis of qualitative data using both inductive and deductive strategies.
Prerequisite: 607. Restriction: admitted to graduate program in nursing.

630. Personal and Social Context of Illness. (3)
Drawing broadly from health and social and behavior sciences, this course is an exploration into the personal and social contexts that frame the illness experience.

640. Health Policy, Politics, and Evidence. (3)
Focuses on the use of research data to influence health policy as a part of the political process.
Restriction: admitted to doctoral program in nursing.

641. Health Disparities and Policy. (3)
This course focuses on the historical, structural, and social determinants of racial, ethnic, and socioeconomic health disparities in the United States. It examines quantitative and qualitative research approaches to the study of health disparities and explores policy and research strategies to advance health equity.
Restriction: admitted to doctoral program in nursing.

642. Applied Health Economics. (3)
This course focuses on the concepts and methods of analysis used in health economics, with an emphasis on health care evaluation. Emphasizes the impact of health economics on patient care and health care delivery.
Restriction: must be graduate student in Nursing, Pharmacy, Public Health, or Medicine.

648. Introduction to Health Policy Field Placement. (1)
In consultation with course faculty, Health Policy students identify field placement goals and finalize field placement arrangements, including sites and preceptors.
Prerequisites: 640 and 641. Restriction: admitted to PhD in Nursing and permission of instructor.

649. Health Policy Field Placement. (3)
Building upon objectives from NURS 648, Introduction to Health Policy Field Placement, students in the health policy concentration apply knowledge from prior courses in health policy,
research methods, and other areas through field placements in public or private sector settings.

**Prerequisites:** 640 and 641 and 642 and 648. **Restriction:** admitted to PhD in Nursing and permission of instructor.

**690. PhD Seminar. (1-3, no limit; may be repeated for credit because subject matter varies)**
Specialized courses about a particular topic applicable to advanced graduate students. Different sections indicate different topic content.

**691. Independent Study. (1-3, no limit; may be repeated for credit because subject matter varies)**
Intensive, directed study at the doctoral level on a specific topic or issue pertaining to nursing. The focus for this independent study, objectives, and strategies to achieve the objectives are agreed upon by instructor and student. **Restriction:** admitted to PhD program in nursing.

**693. Topics. (1-6, no limit; may be repeated for credit because subject matter varies)**
Specific topics relevant to PhD studies in Nursing, as identified by the course title. **Restriction:** admitted to PhD program in Nursing.

**694. Research Practicum. (1-3)**
This course focuses on the development of skills and techniques for the conduct of research through active participation in an ongoing faculty research project. The practicum is structured individually through discussion with the supervising faculty member. Emphasis is on the practical application of research skills and growth in knowledge related to the conduct of research.

**699. Dissertation. (3-9, no limit; may be repeated for credit because subject matter varies)**
**Restriction:** admitted to doctoral program in nursing.
**Offered on a Credit/No Credit basis only.**

**Note:** Some PhD courses are offered as 593 Topics. Be sure to check the Class Schedule for relevant 593 courses (must be approved by your Committee on Studies) each semester, as courses may be added up to the start date of the semester.

**593 Topics. (1-6, no limit; may be repeated for credit because subject matter varies)**
Specialized courses about a particular topic in nursing. A variety of topic courses are offered according to demand. Different sections indicate different topic content. **Restriction:** admitted to graduate program in nursing.

**Additional Options for PhD Coursework**

The University of New Mexico (UNM) College of Nursing is part of NEXus (the Nursing Education Exchange). NEXus is a collaboration among a number of doctoral programs in
nursing that offer graduate courses through distance education and that have entered into an agreement that allows the programs to share seats in courses and transfer credits in those courses across member institutions. Membership in NEXus provides students access to a wide variety of both methods and general electives. The current tuition for a NEXus course is $775.00/credit hour. (Note: this rate is subject to change annually; check the NEXus website for the most current information.) This fee covers all associated university fees. As is the case with all electives, you must have permission from your advisor or Committee on Studies Chair to register for a NEXus course. The NEXus site and available courses can be viewed at http://www.winnexus.org/. You can also check the College of Nursing NEXus website for updates, at http://nursing.unm.edu/prospective-students/phd-program/nexus-doctoral-elective-courses.html. See complete information in the Appendix.

The Colleges of Nursing at UNM and New Mexico State University (NMSU) have also entered into a collaborative agreement to share a limited number of nursing electives. You must have your advisor’s permission for all elective courses. Contact your faculty advisor or Committee on Studies Chair for additional information.

**A Note About Online Learning**

Online learning requires that the student be motivated and self-directed to participate in the classes each week. A significant factor in the quality of the learning experience is the level of student engagement. It is important to keep up with class schedules, anticipate deadlines, and be prepared in the event of technical problems. Multiple resources are available in your Web courses to assist you with online learning and the course management system, Blackboard Learn. Faculty are available to you via email and telephone. Please be sure to contact them with questions. Contact information for the faculty is available at: http://nursing.unm.edu/about/directory/faculty-directory.html

The College of Nursing home page is http://nursing.unm.edu/, and the College of Nursing technical site is at http://nursing.unm.edu/resources/it/index.html. Technical support staff can provide you with information about computing needs for participating in an online program.

**Student Email Policy**

Each student has a UNM email account created for him or her for use throughout the time the student is registered for classes. The UNM email account shall be considered an appropriate delivery method for official communication with students by the College. Students are responsible for the following: checking their email frequently (at a minimum of once per week or as indicated by an instructor) to stay current with College-related communications; ensuring there is sufficient space in their accounts for email to be delivered; and recognizing that certain communications may be time-imperative. Students are responsible for protecting PHI (Patient Health Information) by using HSC-provided encryption. Students who choose to have their email forwarded to a private (unofficial) email address outside the official University (@unm.edu) do so at their own risk. Students should report problems with University email or access to IT (Information Technologies Department) at 505-272-8112 or nursing.unm.edu/IT. The complete College of Nursing Email Policy can be found in Appendix B.
Chapter 4
Advisement

Students work closely with a faculty member who provides guidance and serves as an advisor throughout the program. The faculty advisor may change during the course of studies. An initial advisor is assigned on admission to the program, and this faculty member will guide you through your first year of study. Student interests and faculty commitments are among the considerations that go into assigning the initial academic advisor. A reasonable attempt will be made to match you with someone who shares your identified research interests. When a student is ready to form the Committee on Studies (see below), he/she may ask the initial academic advisor to be the Chair of the Committee on Studies or the Chair of the Dissertation Committee. In the event the student selects a different faculty member as the Chair of the Committee on Studies, that faculty member then takes on the role of academic advisor. The initial Academic Advisor will help the student identify an appropriate Chair for the Committee on Studies as part of advising during the first year of enrollment in the PhD program.

Responsibility of Advisor

The advisor's responsibility at each stage is to guide the student through the program of studies (pre-comprehensive examination) and help navigate the system. The student should plan communication sessions with the advisor at least once a semester to plan course work for the upcoming semester (or discuss progress on your dissertation for students who have passed the PhD comprehensive examination). Students typically have an opportunity to meet with the advisor in person at least once a year (e.g., at the WIN conference or during Residency Week).

Student Responsibility

Your responsibility includes scheduling meetings (in person, via phone, or through email) with your advisor and monitoring your own progress. See Appendix B for copies of Advising Sheets for PhD Students.

Once you have passed the PhD comprehensive examination and have been advanced to PhD candidacy by the Dean of Graduate Studies (see Chapter 5), you will work closely with your Dissertation Committee Chair, who now serves as your advisor.

PhD Committee on Studies

During the first year of enrollment, all PhD students in the College of Nursing should give serious thought to who they would like to have as chair and members of their Committee on Studies to assist them in planning their PhD program of studies. It is a good idea to get to know as many faculty as possible, so make an appointment to discuss your research ideas with those other than course professors and your initial advisor. Students should finalize
faculty commitments as chair or committee members by the time of Residency Week of their second summer semester of enrollment. The Committee on Studies consists of three tenured or tenure-track College of Nursing faculty, with one of the members serving as chair.

The purpose of the PhD Committee on Studies is to assist the student in planning an integrated, individual program of studies and research that meets general University and specific graduate program requirements. This program of studies should be designed to foster a fundamental knowledge of the major field, both in depth and in breadth. The Committee on Studies may also establish prerequisites when needed; recommend transfer of credit; approve significant changes in the program of studies; and in the College of Nursing, serves as the PhD Comprehensive Examination Committee. The student should discuss his/her research interests with the Committee on Studies and receive approval before enrolling in any courses beyond the required PhD core courses. The members of the Committee on Studies will guide the student through the PhD comprehensive examination process and review and approve the Application for Candidacy before the student becomes a PhD candidate (see Chapter 5 in this Handbook).

Appointment of the PhD Committee on Studies usually involves the following steps:

1. Students ask a College of Nursing tenured or tenure-track faculty member to serve as Committee on Studies Chair. Students should discuss the selection of their Committee on Studies Chair with their academic advisor (who may or may not be considered for Chair or member of the Committee on Studies, depending on the student’s research interests). The student should at least inform his/her advisor of the status of the Committee on Studies. Once a faculty member has agreed to be Chair of the student’s Committee on Studies, he/she becomes the student’s advisor.

2. The student and the Committee on Studies Chair agree upon the remaining members of the Committee on Studies. The student then contacts the remaining Committee on Studies members and obtains their commitment.

3. The student submits the completed Appointment of Committee on Studies form (p. 68) to the College of Nursing Advisement Office.

PhD Comprehensive Examination Committee

The Committee on Studies typically becomes the PhD Comprehensive Examination Committee. The Dean of Graduate Studies approves the Examination Committee membership when the Announcement of the PhD comprehensive examination is sent to OGS (at least 2 weeks before the exam). The role of the Comprehensive Examination Committee is to approve the exam format and/or questions, conduct the exam, evaluate the student response, and report the results.
**Dissertation Committee**

The Dissertation Committee is critical to the success of the PhD candidate. The Dissertation Committee is charged with the supervision of a PhD candidate’s dissertation activities, including the review and approval of the student’s research proposal.

**Dissertation Committee Chair**

Your Dissertation Committee Chair is the central individual in supervising your independent program of research. This individual plays a key role as you progress through the Program as a PhD candidate. For College of Nursing PhD students, the Dissertation Committee Chair must be a tenured or tenure-track faculty member in the College of Nursing.

PhD candidates initiate the process of selecting the Dissertation Committee by first arranging for a qualified faculty member to serve as the Chair. The Chair and the candidate jointly select the remainder of the Dissertation Committee. The Appointment of Dissertation Committee form ([http://grad.unm.edu/resources/gs-forms/documents/committee.pdf](http://grad.unm.edu/resources/gs-forms/documents/committee.pdf)) must be signed by the candidate, the Dissertation Committee Chair, and the PhD Program Director in the College of Nursing. The form is then submitted to the College of Nursing Advisement Office no later than the first semester of N699 (dissertation credits) enrollment after passing the PhD comprehensive examination. The College of Nursing Advisement Office will forward the signed form to OGS for approval by the Dean of Graduate Studies.

The Dissertation Committee typically includes the same faculty members who were on the Committee on Studies. If the Dissertation Committee membership changes after it has been approved by the Dean of Graduate Studies, a revised Appointment of Dissertation Committee form must be submitted to the OGS, along with a written rationale for the change. OGS may request additional documentation as appropriate.

**Composition of the Dissertation Committee**

The Dissertation Committee consists of at least four members, all of whom must be approved for committee service by the Dean of Graduate Studies. Members who do not hold a position at the University of New Mexico (UNM) or who do not meet established criteria must be given special approval to serve as members of the Dissertation Committee. When necessary, the College of Nursing Advisement Office will initiate paperwork for approval of Dissertation Committee members. The PhD candidate may be asked to obtain a curriculum vitae or other materials from Dissertation Committee members outside the College of Nursing. In the College of Nursing, the Committee on Studies generally meets the requirements for the Dissertation Committee.
1. A minimum of three committee members must be tenured or tenure-track faculty, with at least one of these members from the College of Nursing.

2. Per UNM requirements, at least two committee members must be tenured or tenure-track faculty at UNM.

3. The Chair must be tenured or a tenure-track faculty member in the College of Nursing.

4. A required external committee member must hold a tenured or tenure-track appointment outside the College of Nursing. This committee member may be from UNM or from another accredited institution (with approval of the Dean of Graduate Studies).

5. For College of Nursing PhD dissertation committees, an optional fifth member of the Dissertation Committee may be a non-faculty expert in the student’s major research area or a doctorally prepared faculty on the College of Nursing clinical educator track, approved for committee service by the Dean of Graduate Studies.

Graduate students may supplement the minimum committee membership described above, as long as College of Nursing and UNM policies are followed. All supplemental appointments must be identified on the Appointment of Dissertation Committee form and must be approved by the Dean of Graduate Studies.

NOTE: All expenses incurred for member services on a Dissertation Committee are the responsibility of the student.

Tenured, Tenure-Track, and Research Team Faculty, 2015-2016

Leah Albers, DrPH, CNM, Professor Emerita*
Jennifer Averill, PhD, RN, Associate Professor
Blake Boursaw, PhD candidate, MS, Instructor
Karen Carlson, PhD, RN, Professor Emerita*
Jane Chung, PhD, RN, Assistant Professor
Sally Cohen, PhD, RN, FAAN, Associate Professor
Kim Cox, PhD, CNM, Assistant Professor
Barbara Damron, PhD, RN, FAAN, Associate Professor (on leave)
Emily Haozous, PhD, RN, Assistant Professor
Stephen Hernandez, PhD, RN, Assistant Professor
Shana Judge, JD, PhD, Assistant Professor
Jongwon Lee, PhD, RN, Assistant Professor
Marie Lobo, PhD, RN, FAAN, Professor
Robin Meize-Grochowski, PhD, RN, Professor
Mark Parshall, PhD, RN, Associate Professor
Nancy Ridenour, PhD, RN, APRN-BC, FAAN, Professor
Beth Rodgers, PhD, RN, FAAN, Professor
Sharon Ruyak, PhD, RN, Assistant Professor
Geoff Shuster, DNSc, RN, Associate Professor
Beth Tigges, PhD, RN, PNP-BC, Associate Professor
Mindy Tinkle, PhD, RN, WHNP-BC, FAAN, Associate Professor
Dorinda Welle, PhD, Assistant Professor

*May serve as co-chair or committee member.*
Chapter 5

General Requirements for the PhD Degree

All students must follow the guidelines in the UNM Catalog. The Catalog can be found at http://registrar.unm.edu/UNM%20Catalog/, and the Office of Graduate Studies (OGS) can be found at: http://www.unm.edu/grad/.

General Academic Regulations

Students are responsible for knowing and abiding by the general University rules and regulations pertaining to graduate study at the University of New Mexico (UNM) and the specific academic requirements of their particular degree program. They are also expected to be aware of their academic standing at all times.

Ignorance of a rule will not be accepted as a basis for waiving that rule.

Students may graduate under the degree requirements of any catalog in effect since the year in which they were first enrolled in a degree-granting graduate program at UNM, provided that they have maintained continuous active status and they complete the graduation requirements for the degree sought within the appropriate time period. Students who are readmitted or who transfer from one degree-granting program to another within the University will graduate under the catalog in effect at the time of their readmission/transfer or a succeeding catalog. The catalog under which a student intends to graduate must be specified on the first page of their Program of Studies/Application for Candidacy. Students must meet all the degree requirements for graduation in the catalog chosen.

Notwithstanding the above, the College of Nursing and UNM reserve the right to make changes in the curricula and degree requirements as deemed necessary, with the changes being applicable to currently enrolled students.

Admission Requirements

General requirements for the PhD degree are set forth in the UNM Catalog. Specific requirements for the College of Nursing’s PhD program are:

1. A Bachelor of Science in Nursing (BSN) or Master of Science in Nursing (MSN) degree from an accredited nursing program (National League for Nursing or Commission on Credentialing of Nursing Education through the American Association of Colleges of Nursing). Students with a BSN and a master's degree in another field will be considered on an individual basis for the master's entry option.

2. A grade point average of at least 3.0 on a 4.0 scale. Preference will be given to students with a grade point average of 3.5 or higher.
3. A signed statement indicating knowledge of computer literacy skills that include word processing, sending and receiving email communications, and searching websites.

4. Three letters of recommendation from persons who know the applicant professionally and can attest to his/her academic ability. These letters must be submitted through the online application system.

5. Submission of a writing sample that demonstrates evidence of scholarly ability and the potential for scholarly growth. Examples include, but are not limited to, a thesis, a published or unpublished scholarly paper, or written creative work.

6. A one-page statement of the applicant’s experiences in the discipline of nursing, which highlights experiences with underserved or vulnerable populations.

7. A letter of intent that addresses professional and personal goals.

8. A brief two- to three-page resume that summarizes educational and professional background.

9. An upper-division or graduate-level statistics course completed within 3 years of the date of admission is highly recommended.

10. After initial screening, a select group of priority candidates will be interviewed. Interviews for admission will be conducted either in person or through interactive video technology.

11. Health requirements prescribed by the College of Nursing must be in compliance by the date of enrollment.

12. A valid RN license from any U.S. state, territory, or foreign country, which must be kept current throughout the program. Note that students holding teaching or research graduate assistantships must have an active New Mexico RN license.

13. Exceptions to any program admission criterion will be considered on an individual basis and are at the discretion of the PhD Committee with recommendation to the Research Team Chair.

**BSN Entry to the PhD Program**

To be considered for the BSN entry to the PhD program, the applicant must have earned the BSN degree prior to the start of classes for the PhD program and be licensed as a registered nurse within the first semester of admission to the PhD program. Students admitted to the PhD program will complete 9 credits of MSN core (501, 503, 505), and an additional 9 credits of graduate coursework focused on substantive nursing content and teaching. These 18 credits of bridge coursework are distinct from the credits required for the PhD, making 69 total
coursework credits under the BSN to PhD option. The dissertation requirement remains the same at 18 credits (per UNM requirements).

**Curriculum and Progression Requirements**

Please see Chapter 3 for required curriculum for the PhD in Nursing; see Chapter 6 for academic progression requirements.

**Examination Requirements**

The University requires doctoral students to pass a PhD comprehensive examination, specific to the discipline, before advancement to PhD candidacy. The “final examination” for the doctorate is the dissertation defense.

**Guidelines for the PhD Comprehensive Examination in the College of Nursing**

A PhD student must pass a comprehensive examination in the major field of study. This examination, which has both written and oral components, is not limited to the areas of the student’s course work, but tests the student’s grasp of the field as a whole. The Application for Candidacy should be completed and approved by the Committee on Studies before the student takes the PhD comprehensive examination.

Composition of the PhD Comprehensive Examination Committee was addressed earlier in this Handbook. The administration of this exam is governed by the following guidelines:

1. The student must have a cumulative grade point average of at least 3.0 at the time of the examination.
2. The student must be enrolled in a minimum of 1 credit of graduate course work in the semester in which he/she takes the PhD comprehensive examination. If the exam is scheduled during an intersession, the student must be registered for the following semester.
3. At least 2 weeks prior to the date of the examination, the College of Nursing (via the Student Advisement Office) must request approval from the Dean of Graduate Studies to hold the exam. It may not be conducted until the Dean of Graduate Studies approves the appropriate announcement form and it is returned to the unit.
4. The PhD Comprehensive Examination Committee (i.e., the student’s Committee on Studies) consists of a minimum of three members approved for committee service. In the College of Nursing, all three members must be tenured or tenure-track faculty, with the Chair being tenured.
5. Barring extraordinary circumstances, the graduate unit will notify the student of the results of the examination no later than 2 weeks after the date on which it was administered. Should such circumstances arise, the graduate unit will notify the student in writing of the reason for the delay and let him or her know when notification can be expected.
6. The results of the examination must be reported to the Dean of Graduate Studies on the Report of Examination form no later than 2 weeks after the date of the examination. This
report is completed by the faculty member who serves as Chair of the Committee on Studies.

7. If a student fails the examination, the Committee on Studies may recommend a second examination, which must be administered within 1 calendar year from the date of the first examination. The PhD comprehensive examination may be taken only twice. A second failure will result in the student’s termination from the program.

**Written Component of the PhD in Nursing Comprehensive Examination**

The following section provides information on the comprehensive exam in effect at the time of preparation of this Handbook. Other options for the examination may be in effect when the student reaches that stage in the program. Consult with the Chair of the Committee on Studies to determine the best approach for each student situation.

The purpose of the written component of the comprehensive exam is for the student to demonstrate the ability to synthesize the material covered in his/her program of studies. It includes a comprehensive review of theoretical, empirical, and methodological content. The quality of the written examination should be an indicator of the student’s ability for original thought, synthesis, and ability to communicate ideas in the written form.

The comprehensive examination must reflect the student’s own ideas and thoughts. The student may not consult with other students or faculty during the examination process; however, professional editorial assistance may be obtained for editing purposes only (e.g., APA format, sentence structure, grammar, etc.). The student ultimately is responsible for the accuracy of all content in the comprehensive examination.

In consultation with the Committee on Studies (i.e., the PhD Comprehensive Examination Committee), the student will identify the specific format for the comprehensive examination.

**Option 1**

A 1-week, open-book, take-home examination, with the student receiving the questions by 9:00 AM of the first day of the examination and turning in the examination by 9:00 AM 7 days later. The examination will consist of at least five major questions covering core content and content from the student’s field of study. The exam must be submitted in a word processing document in both hard and file copy. A complete reference list of all materials cited is required.

**Option 2**

A major synthesis paper may be written, with the student given 30 days to complete the paper. The paper will include a comprehensive critical review of the literature, focused on the student’s primary focus of study, the theoretical underpinnings of this focus of study, and a comprehensive discussion of methods and statistics appropriate to the focus of study. It is anticipated this paper will be a maximum of 25-30 pages in length with appropriate citations. It must be written in APA format. The topic for the paper will be decided by the student working with the committee, or the committee may choose to identify a broad question that the student
will address in this paper. Students will submit a content outline for the committee’s approval. The 30-day time period for the exam will start after the committee approves the outline.

The student will be notified within 2 weeks of the results of the examination unless there are extraordinary circumstances. The student must pass the written component of the comprehensive examination to proceed to the oral part of the examination.

**Oral Component of the Comprehensive Examination**

The purpose of the oral component of the comprehensive examination is to clarify, expand, and/or elaborate on core content and any of the concepts, methods, or theories developed in the written examination. It has a maximum time limit of 2 hours.

The student must pass both the written and oral component of the examination and file the Application for Candidacy with the OGS before the Graduate Dean will consider advancement to PhD candidacy. Once the PhD comprehensive examination is passed, the student has no more than 5 years (from the date of passing the comprehensive examination) in which to complete the PhD degree.

**The Dissertation**

Each PhD candidate must prepare and defend a written dissertation proposal and final dissertation, as described below.

The dissertation for the degree of Doctor of Philosophy must demonstrate ability to do independent research and competence in scholarly exposition. It should present the results of an original investigation of a significant problem and should provide the basis for a publishable contribution to the research literature in the major field.

Candidates in the PhD in Nursing Program at the College of Nursing have the option of completing either a traditional or a non-traditional (hybrid) dissertation. The PhD candidate, in consultation with his/her Dissertation Committee, must decide which format is most appropriate. A traditional dissertation is a single written document, authored solely by the student, presenting original scholarship. A non-traditional (hybrid) dissertation, as defined by the graduate unit, consists of a collection of related articles prepared and/or submitted for publication or already published. The dissertation must include “introduction” and “conclusion” sections.

The non-traditional dissertation option is not appropriate for all students. Students considering the non-traditional dissertation should discuss the option with their dissertation Chair early in their dissertation planning. Considerations include the topic, timeline, and student’s demonstrated ability to write, evaluate, and synthesize existing literature. The final decision regarding format is a joint decision involving the student and the Dissertation Committee.

Please see the Appendix of this Handbook for details regarding College of Nursing PhD dissertation options, as well as a comparison chart for the dissertation options.
The candidate must meet the general manuscript format criteria set forth in the UNM Catalog/website on manuscript guidelines. Students must adhere to copyright policies for obtaining permission to use a previously published manuscript.

Students must be enrolled continuously in NURS 699 throughout the dissertation stage of the program. Students who have enrolled in NURS 699 and subsequently stopped enrollment for one or more semesters (not including summers) must apply for reinstatement. Procedures for reinstatement are available on the OGS website (http://www.unm.edu/grad) under “Reinstatement Policy.”

The student is responsible for preparing a high-quality dissertation in the proper format that is free of grammatical and typing errors. Guidelines on dissertation format must be followed carefully. Students are urged to print current guidelines from the OGS website before defending their dissertations. The general manuscript format guidelines and most required forms are available at http://grad.unm.edu/degree-completion/thesis-dissertations/index.html. Examples of the front matter and reference pages are also available on the OGS website. All dissertations should be prepared in American Psychological Association format, using the most recent edition of the Publication Manual of the American Psychological Association. Although the sample dissertations shown on the OGS website indicate that Appendices should precede the References, please note that in APA style, Appendices should be placed after the References. A dissertation that does not conform to University and College of Nursing guidelines will not be accepted, which could result in a delay of graduation.

**Use of Classified Material in Research**

Graduate students may not use in their course work or thesis or dissertation research classified material or any other data that would cause the dissemination of the research to be limited. Dissemination is defined as “available to anyone without restriction.”

**Notification of Intent to Graduate**

See Chapter 2 for information related to notifying the Advisement Office about your plans for graduation. Graduation is dependent on the completion of all degree requirements for graduation by November 15 for Fall, April 15 for Spring, and July 15 for Summer. Only students who have completed all degree requirements may participate in commencement exercises.

**Graduation Courtesy Policy**

University regulations require that the student must be enrolled and complete a minimum of 1 hour of graduate credit in the semester he/she completes degree requirements. Should the student miss the graduation deadline (July 15 for summer graduation, November 15 for fall graduation, or April 15 for spring graduation) but complete all degree requirements on or before the last day of that semester, the student is not required to register for the next (graduation) semester. The degree program must submit the student’s name on the proposed graduation list for the actual semester of graduation.
The Final Examination for the Doctorate (Dissertation Defense)

The PhD final oral examination is the last formal step before the degree is awarded and is conducted with due respect to its importance as such. The focus of the final examination is the dissertation and its relationship to the candidate’s major field. Its purposes are:

1. To provide an opportunity for candidates to communicate the results of their research to a wider group of scholars.
2. To afford an opportunity for the members of the examination committee, as well as others (faculty, students, staff, etc.), to ask relevant questions.
3. To ensure that the research reflects the independence of the thought and accomplishment of the candidate rather than excessive dependence on the guidance of a faculty member.
4. To ensure that the candidate is thoroughly familiar not only with the particular focus of the dissertation but also its setting and relevance to the discipline of which it is a part.

At least 2 weeks before the final examination is held, and no later than November 1 for Fall graduation, April 1 for Spring graduation, or July 1 for Summer graduation, the College of Nursing must notify the OGS of the scheduled defense date by submitting the appropriate announcement form. To qualify to sit for a PhD exam during the intersession, the student must be registered for the following semester. The student is responsible for providing each member of the Dissertation Committee with a complete copy of the dissertation in ample time for review prior to the examination.

The presentation and examination phases of the exam are open to the University community and are published in various sources; the deliberation phase is only open to the committee. At the conclusion of the examination, the Dissertation Committee members will confer and make one of the following recommendations, which must be agreed upon by at least three of them:

1. That the dissertation be approved without change;
2. That the dissertation be approved subject only to minor editorial corrections; or
3. That the dissertation be rewritten or revised before approval.

If either the first or second recommendation is made, the committee may decide that no further meetings are needed. In the second instance, the Chair of the Dissertation Committee will be responsible for seeing that all necessary corrections are made before the dissertation is submitted to the OGS. If the third recommendation is made, the full committee may elect to meet again to determine that their concerns have been addressed.

Quality of the Dissertation

The responsibility of the Dissertation Committee (especially the Chair) includes the evaluation of the substance and methodology of the dissertation as well as an assessment of the candidate’s competence in scholarly exposition. The dissertation should reflect a high level of scholarship in the conduct and presentation of the study. If serious questions concerning substance, methodology, or exposition arise through a review of the Report on Thesis or
Dissertation forms, the Graduate Dean may seek the counsel of the Dissertation Committee, graduate unit chairperson, and/or other scholars with particular competence in the field of study before the dissertation receives final approval.

**Electronic Submission of the Dissertation**

PhD students must submit their dissertations to the Dean of Graduate Studies for approval by November 15 for Fall graduation, April 15 for Spring graduation, or July 15 for Summer graduation. If the dissertation approved by the full committee is not submitted by these deadlines, the student will not be able to graduate in that semester. Whereas OGS accepts dissertations in electronic (pdf) form, dissertation chairs may also require paper copies (check with your dissertation Chair).

All PhD students at UNM must submit their dissertations to OGS electronically for filing in UNM Library’s electronic, open-access database (LoboVault), where their work is accessible to Internet search engines, such as Google and Yahoo (see [https://repository.unm.edu](https://repository.unm.edu)). Open access allows scholars and researchers around the world to access the results of research and scholarship with the click of a button. Thus, open access accelerates and broadens the dissemination of scholarly and creative work. Dissertations filed in open access at LoboVault are fully copyrighted and are afforded the same intellectual property protections as print manuscripts and publications. PhD students must also file their dissertations with ProQuest ([www.proquest.com](http://www.proquest.com); see dissertation submission guidelines).

In some cases, students in consultation with their committee Chair may find it appropriate to submit a petition to the Dean of Graduate Studies to embargo, or to delay the release of, the electronically submitted dissertation (ETD). An embargo is a period of time during which researchers cannot access your ETD from external online search engines. Embargos may be appropriate for authors who 1) are filing for patents, 2) want to publish their work through a traditional press that considers open-access publication to be equivalent to prior publication, or 3) need to protect sensitive data or information.

The default period for the embargo is 2 years. Upon expiration of the embargo period, the ETD will be moved into open access, although authors may request an extension of the embargo by petitioning the Dean of Graduate Studies. Authors of embargoed dissertations must petition for renewal at least 3 months prior to the expiration date of the embargo in place at the time.

The Dean of Graduate Studies will review all requests for embargos and embargo extensions, with the goal of balancing students’ requests with the need of the scholarly community for broad and open access to scholarly and creative work. Even when an embargo is granted, the title, author, and keywords associated with the dissertation will be available through open access. In all cases, a former UNM student may terminate the embargo at any time.

**Accompanying Forms**

The following forms, which must be submitted along with the manuscript, may be obtained from the OGS or the OGS website: [http://grad.unm.edu/resources/gs-forms/](http://grad.unm.edu/resources/gs-forms/).
1. A Report on Thesis or Dissertation form, completed by each committee, must be received by the OGS before the student’s dissertation receives final approval (http://grad.unm.edu/resources/gs-forms/documents/thesis-dissertation-report.pdf)
3. An Information Cover Sheet (http://grad.unm.edu/resources/gs-forms/documents/info-cover.pdf)
5. The UMI Dissertation Microfilm Agreement form (available at the Office of Graduate Studies) and a cashier’s check or money order covering the UNM fee (with an expiration date of at least 1 year from the purchase date)

The front matter should consist of the Approval Page, Title Page, Dedication Page (optional), Acknowledgment Page (optional), Abstract Page, Table of Contents, List of Figures (if applicable), List of Tables (if applicable), and Preface Page (optional). Front matter templates can be found at http://ogs.unm.edu/degree-completion/thesis-dissertations/manuscript-templates.html. Dissertation guidelines can be found at http://ogs.unm.edu/degree-completion/thesis-dissertations/guidelines.html

In the electronic thesis/dissertation environment, signatures are no longer required on the Approval Page and, in fact, should not be used at all. Thus, the Approval Page is required but it must contain only the typed names of the committee members. OGS will use the signatures on the Announcement/Report of Examination form to verify the committee’s approval.

**UMI Fee**

As part of graduation requirements, all PhD students must have their dissertations published through University Microfilms International (a subsidiary of ProQuest). PhD students should complete a UMI Dissertation Agreement form, available from the manuscript reviewer at the OGS. Copies of the dissertation abstract and the title page, as well as the microfilming fee, must accompany the form. There are two options for submitting your dissertation to the ProQuest-UMI Administrator site: “traditional” and “open access.” There is no fee for traditional publishing, whereas there is a $95.00 fee for open access publishing. See the UNM ProQuest-UMI Repository information page (http://grad.unm.edu/degree-completion/thesis-dissertations/proquest-repository.html) and the ProQuest ETD Administrator site (http://www.etdadmin.com/cgi-bin/home).

**Copyright Registration**

Copyright Registration is optional. If choosing to copyright the manuscript through UMI, the fee is currently $65, payable by cashier’s check or money order made out to ProQuest (with an expiration date of at least 1 year from the purchase date).
**Time Limit for Completion of Degree Requirements**

PhD candidates have 5 calendar years from the semester in which they pass their PhD comprehensive examination to complete the degree requirements. The final requirement is generally the acceptance of the student's dissertation by the Dean of Graduate Studies.
Chapter 6

Academic Progression

Academic Status

Students who have been admitted to the program are required to complete a minimum of 6 credit hours per semester, including summers. Non-degree students who have not been admitted to the program may be permitted to take courses with permission of the instructor. No more than 9 credits of approved non-degree course work may be applied to the PhD program of study.

Grading System:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98-100</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>A</td>
<td>93-97</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>F</td>
<td>72 and below</td>
</tr>
</tbody>
</table>

Academic Regulations

The passing grade for graduate nursing courses is a “C” (73%). Individual Graduate Nursing Concentrations may impose a more rigorous passing grade for their clinical courses. Graduate students who do not earn a passing grade or better in any graduate nursing course on the second attempt are not allowed to progress. Graduate nursing students receiving less than a passing grade in any two nursing courses are also not allowed to progress in the College of Nursing. Prior to repeating a nursing course, the graduate student’s record is reviewed by an academic advisor. Progress will be monitored by an academic advisor.

NOTE: A grade of “B” or better is required for courses taken in non-degree status or at another university in order to be applied to the program of studies.

Satisfactory Academic Progress

Students must meet the minimum standard of academic performance in their course work and progression toward a degree. All students’ academic progress is monitored at least annually to determine continued eligibility for financial assistance. A student who fails to meet the criteria will not be eligible to receive financial aid at UNM. Petitions will be allowed for students with extenuating circumstances beyond their control, such as a serious personal illness, divorce, or the death of a close family member.
Academic Standing, Grades, Probation, and Disenrollment

Academic Standing

To remain in good academic standing, students must maintain a cumulative grade point average of at least 3.0 in all courses taken for graduate credit after admission to a graduate degree program at UNM.

Grade Point Average

The Office of Graduate Studies (OGS) checks the student’s grade point average at the end of every semester and summer session for as long as the student is in graduate status. All students whose academic standing is deficient after receiving grades for 12 attempted semester hours or two semesters, whichever comes first, are placed on probation or suspended, according to the university regulations and those of their graduate unit (see the section on Probation in the UNM Catalog).

The grade point average is calculated using all grades earned in graduate course work while a student is in graduate status. Grades earned at other institutions or in non-degree status are not calculated in a graduate student’s grade point average. The University of New Mexico (UNM) extension courses (those offered by the Extended University) taken prior to admission to a graduate program are not included in the graduate cumulative grade point average; however, the UNM graduate extension courses taken while a student is in graduate status are included.

The grade point average is calculated by dividing the total number of quality grade points earned (see the section on Grades in the UNM Catalog) by the total number of course work hours attempted and truncated by two decimal places. Grades of credit (CR), withdrawal passing (WP), no credit (NC), and progress (PR) are excluded from the cumulative grade point average calculation. Grades of withdrawal no credit (W/NC), no credit (NC), withdrawal failing (WF), and incomplete failing (IF) may have an adverse impact on a student’s academic standing, financial aid, and assistantship eligibility.

Grade Requirements for Graduation

To earn a graduate degree at UNM, students must have a minimum cumulative grade point average of 3.0 in graduate-level courses taken in graduate status at the time of degree completion, as well as a grade point average of at least 3.0 for courses listed in their Program of Studies or Application for Candidacy. Students may not graduate with Incompletes or not reported (NR) grades pending in any graduate course, nor may they graduate while on probation.

Courses taken to meet undergraduate deficiencies/prerequisites cannot be used to meet graduate degree requirements, nor are they calculated into the graduate grade point average. It is expected that the student earn at least a B (3.0) in each of these courses. If a grade of
less than B (3.0) is earned in any of these, the major department may deem that the prerequisite has not been satisfied.

No more than 6 credit hours of course work in which a grade of C (2.0), C+ (2.33), or CR (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation.

**NOTE:** Honors (Cum Laude, Magna Cum Laude, or Summa Cum Laude) are not awarded at the graduate level.

**Incomplete Grades**

**The grade of Incomplete (I) is given only when circumstances beyond the student’s control prevent completion of the course work within the official dates of a semester or summer session.**

According to academic policy, incomplete grades must be completed before a student is eligible to graduate from UNM. Students should not re-enroll or re-register (for credit) in a course in which an incomplete has been received in order to resolve the “I” (incomplete) grade. If an instructor requires the student to repeat the class to resolve the Incomplete, the student must register for the course on an audit basis.

**Incomplete grades received must be resolved no later than 1 year (12 months) from the published end day of the semester in which the grade was assigned.** Incomplete grades not resolved within the time frame stated in this policy will be converted automatically to an F (failure) grade.

Students resolving Incompletes in their semester of graduation must have the process completed (including the reporting of the grade to the Records and Registration Office) by the appropriate deadline. Students are responsible for informing instructors that they are graduating and that the grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement of graduation until the following semester.

The instructor of record reports the final grade for the course in which the Incomplete was assigned to the Records and Registration Office.

**Extension of Incomplete**

A student may apply for an extension of the time allowed to complete the required course work removing the “I” grade. The Petition for Extension of an Incomplete Grade form may be obtained at the OGS website ([http://grad.unm.edu/resources/gs-forms/documents/ext-incomplete.pdf](http://grad.unm.edu/resources/gs-forms/documents/ext-incomplete.pdf)). Students must submit the form with all required signatures to the Office of Graduate Studies by the applicable deadline dates (November 15 for Fall, April 15 for Spring, July 15 for Summer). For the student who re-enrolls in residence, a one-semester extension
may be granted. If an extension is granted, it is the student’s responsibility to remove the "I" grade by the date indicated.

**Change of Grade/Academic Record**

The instructor of a course has the responsibility for any grade reported. Once a grade has been reported to the Office of the Registrar, only the instructor who issued the original grade (Instructor of Record) may submit a change by submitting a grade change form to Records and Registration in the Office of the Registrar. The student’s department chairperson and/or college dean and the Dean of Graduate Studies must approve any change of grade submitted more than 30 days after the end of a semester. Any change in grade must be reported within 12 months after the original grade was issued.

Once a student has completed the academic requirements for a graduate degree or certificate and has received his/her diploma and appropriate notations on his/her official transcript, UNM will make no modifications to his/her academic record.

**Changes in Enrollment**

Please see the deadline table in the Schedule of Classes (http://www.unm.edu/~rst/Schedule_of_Classes/Spring2015/SCHM/index.html) for information on semester deadlines for changes in enrollment (e.g., drops, adds, withdrawals, etc.). Note that the deadlines for the College of Nursing are earlier than the deadlines for Main Campus programs.

**Academic Probation and Consequences**

Students who do not maintain good academic standing will be placed on academic probation by the OGS. There are three types of probation:

- **Type 1: Grade Point Average.** A student whose cumulative grade point average falls below 3.0 for grades earned in graduate-level courses taken while in graduate status will be placed on Type 1 academic probation. The student will be suspended from graduate status if the cumulative grade point average does not reach 3.0 after completion of an additional 12 semester hours of graduate course work or four regular semesters in probationary status, whichever comes first. Students on Type 1 probation are not eligible to hold assistantships, nor are they allowed to take master’s examinations, take PhD comprehensive examinations, defend theses or dissertations, or graduate.

- **Type 2: NC-F-WF-IF Grades.** Students who earn any combination of two grades of NC, F, WF, and/or IF in graduate courses taken in graduate status, even if their cumulative grade point average remains above 3.0, are placed on Type 2 academic probation. The student will be suspended from graduate status if a third NC, F, WF, or IF grade is earned. Students on Type 2 probation are not eligible to hold assistantships, nor are they allowed to take master’s examinations, take PhD comprehensive examinations, defend theses or dissertations, or graduate. When students on Type 2 probation are ready to take final exams or defend theses
or dissertations in order to complete graduation requirements, they must petition the Dean of Graduate Studies to end their probationary status so that they may complete their requirements and graduate. Students on Type 2 probation who maintain a grade point average of 3.5 for two consecutive semesters will have the sanctions (inability to hold an assistantship, take culminating exams, and graduate) waived and will receive written notification thereof from the Office of Graduate Studies.

**NOTE:** A student who is placed on Type 2 probation after a semester has begun and holds an assistantship for that semester must resolve his/her probationary status within that semester to maintain his/her assistantship for future semesters. Example: A student who is notified during spring semester that he/she is on Type 2 probation must resolve the probationary status to be eligible to hold an assistantship for the following summer and/or fall.

**Type 3: Incomplete Grades.** A student who receives 6 or more credit hours of “Incomplete” grades in graduate-level courses will be placed on Type 3 academic probation. Type 3 probation will end when the credit hours of “Incompletes” drop below 6. However, if the student fails to complete the necessary work, or if the final grade is low enough, the student may become subject to Type 1 or Type 2 probation. Students may not take master’s examinations, take PhD comprehensive examinations, defend theses or dissertations, or graduate while on Type 3 probation. They may provisionally hold assistantships for one semester if their semester grade point average is 3.0 or higher.

**Suspension**

**By the OGS.** A student who is suspended from graduate status is removed from all student status at UNM. A student may not apply for readmission to graduate status for 1 year after being suspended. The student may apply for admission to non-degree or undergraduate status at any time after being suspended from graduate status, but no class taken during the year in which the student is suspended from graduate status can be counted toward requirements for a graduate degree.

**By a Degree Program.** If in the opinion of the graduate unit a student shows little promise of completing the degree program (e.g., if the student has committed an academic violation such as plagiarism, etc.), the graduate unit will notify the student and the Dean of Graduate Studies in writing that the student is suspended from further work in that unit. Suspended students are not eligible to apply for readmission to any other graduate degree program for a period of 1 year from the effective date of the suspension.

**Readmission After Suspension.** If, after a period of 1 year, a suspended student wishes to apply for readmission to graduate studies at UNM, he/she must follow the readmission procedure delineated in the *UNM Catalog.*

If a graduate unit decides to readmit a student after academic suspension, it will specify the conditions required by the student to re-establish his/her good standing. The period of suspension will be included in the time limit to complete the degree.
Students who have been suspended or who withdrew from the University while in probationary status will be placed in probationary status when readmitted to the University. Students suspended for low grade point average (Type 1 probation) will have 12 hours or four regular semesters (whichever comes first) to establish a grade point average of at least 3.0. Students who fail to achieve the minimum grade point average within the allotted time will be permanently suspended from their graduate program. Students who have been suspended for earning three grades of NC and/or F and subsequently readmitted will be permanently suspended from their degree program if a fourth grade of NC and/or F in graduate-level course work is earned.

**Graduate Credit**

In general, courses numbered 5xx and 6xx are available for graduate credit. Additionally, some 3xx or 4xx courses are available for graduate credit; these courses are noted as available for graduate credit in the online *Catalog*. Only students in graduate or non-degree graduate status will automatically receive graduate credit for these courses.

Please note that selected programs offer 3xx/4xx courses that are only available for graduate credit for students outside the discipline. These courses are marked with a double asterisk. A graduate student who is enrolled in the degree program offering the course must obtain a PROGRAM override from their department. Additional information is available on the OGS website: [http://www.unm.edu/grad](http://www.unm.edu/grad)

**Transfer Credit**

Students who have completed graduate-level course work at an accredited institution other than UNM, whether they were in graduate or non-degree status, may request that these hours be used toward their degree program. Such credits may be transferred into a degree program by listing them on the Program of Studies or the Application for Candidacy, within the limits described in the *Catalog* sections on Master’s, Master of Fine Arts, and PhD degrees.

The student must have earned a grade of B or better in the courses for which transfer credits are requested. Courses taken on a Pass/Fail basis and/or courses taken as extension credit at other universities will not be accepted for graduate credit at UNM.

The College of Nursing specifies that a limited number of courses may be considered for transfer to UNM. Course work must be no more than 5 years old at the time of Application for Candidacy, and the transfer of credits must be approved by the student’s Committee on Studies.

**NOTE:** Course work that has been counted toward a previous degree may not be counted again toward any other degree except Master’s course work for a PhD degree.
Time to Degree

PhD candidates have 5 calendar years from the semester in which they pass their PhD comprehensive examination to complete the degree requirements. The final requirement is generally the acceptance of the student’s dissertation by the Dean of Graduate Studies.

Continuous Enrollment Policies

Three-Semester Rule for Plan II/Pre-Thesis/Dissertation Students. All Plan II and pre-thesis/dissertation graduate students who are admitted and complete at least one semester in graduate status at UNM will receive registration materials for three subsequent semesters (including summer session) whether they enroll or not. Prior to enrolling in thesis or dissertation hours, graduate students may register for classes and continue in their graduate program without having to apply for readmission as long as they enroll for classes by the published registration deadline of the third semester (including summer session). Students who have not received an official leave of absence and who do not enroll by the registration deadline of the third semester must apply for readmission to their degree program and to UNM. The time lost during such “stop-out” periods is counted in the time to degree limits, unless students have received an official leave of absence from their graduate unit and the Office of Graduate Studies. NOTE: A student must be enrolled in a semester in order to use his/her Lobo Card. (See “Readmission Process” in the UNM Catalog.)

Continuous Enrollment Rule for Thesis/Dissertation Students. All graduate students enrolled in dissertation hours (NURS 699) must maintain continuous enrollment, excluding summer semesters, from the first semester of registering in these hours through the semester of graduation. Students who miss one or more semesters must obtain approval for a formal leave of absence; if students miss one or more semesters without an approved leave of absence, they must file for readmission as described below. Without a formal leave of absence approved in advance, the time a student is not enrolled counts against the time to degree limit. The College of Nursing requires continuous enrollment of 6 credits per semester, including summers.

Students in good standing who miss one or more semesters of continuous enrollment without obtaining an approved leave of absence in advance must file for readmission and pay the applicable application fee current at the time of readmission. (No waivers are granted under such circumstances.) When the student applies for readmission, the graduate unit will process the application through the Office of Admissions and notify the Office of Graduate Studies whether or not the student has been readmitted. (Applications for readmission may be processed off cycle, but the graduate unit must make its admission decision prior to the beginning of the semester in which the student reenrolls.)

Readmission is at the discretion of the department. There is no guarantee that a student who leaves the program without an approved leave of absence will be readmitted. In addition, students will be readmitted under the semesters of the UNM Catalog in place at the time of readmission; to be readmitted under their original Catalog requirements, students must submit a petition for approval to the Office of Graduate Studies. Additional information on submitting
petitions may be obtained from the Graduate Studies website: http://grad.unm.edu/resources/gs-forms/index.html.

Leave of Absence

If extenuating circumstances require that a student must interrupt his/her studies for one or more semesters, he/she must request a formal leave of absence in advance from the home graduate unit and the Office of Graduate Studies. Leaves of absence may be granted to students in good standing in cases of illness, emergency, family exigency, and employment or professional opportunities. Leaves of absence are granted on a semester-by-semester basis and generally are limited to a maximum of 1 calendar year. With a formal leave of absence approved in advance, the time a student is on leave does not count against the time to degree limit.

Readmission

Students in good standing who miss one or more semesters of continuous enrollment without obtaining an approved leave of absence in advance must file for readmission and pay the applicable application fee current at the time of readmission. (No waivers are granted under such circumstances.) When the student applies for readmission, the graduate unit will process the application through the Office of Admissions and notify the Office of Graduate Studies whether or not the student has been readmitted. (Applications for readmission may be processed off cycle, but the graduate unit must make its admission decision prior to the beginning of the semester in which the student reenrolls.)

Without a formal leave of absence approved in advance, the time a student is not enrolled counts against the time to degree limit.

Suspension of University Resources

A student on leave of absence or who drops out of continuous enrollment for one or more semesters informally will not have access to university resources outside of those provided for use by the general public.

Additional information on submitting petitions may be obtained from the Graduate Studies website: http://grad.unm.edu/resources/gs-forms/index.html.

Petitions to Modify University-Wide Academic Requirements

Graduate students may petition the Dean of Graduate Studies for an exception to any of the university-wide policies or regulations specified in the UNM Catalog. Petitions are intended to allow students the opportunity to deal with unusual or extraordinary events, particularly circumstances beyond their control that would penalize them unfairly. It should be kept in mind, however, that a hallmark of fairness is the uniform application of the same standards and deadlines to all students. The need for a petition should be discussed in extraordinary situations and must be discussed with the advisor and PhD program director as a first step.
A petition, in the form of a memo or letter addressed to the Dean of Graduate Studies, is initiated and signed by the student. It should clearly state the specific nature of the exception or special consideration being requested and provide a complete but concise justification. If the request involves the extension of a deadline, a proposed new deadline date should be indicated. Before considering a petition, the Dean may require that the student have either an approved Program of Studies or Application for Candidacy on file at the OGS. If this has not already been submitted, the documents may be turned in simultaneously, with the petition attached to the front. The student always should consult with the advisor/committee Chair first regarding any issues that affect progression.

Petitions must be submitted in the sequence listed below:

1. The student must first submit the petition to his/her instructor of record (for grade changes only) or graduate advisor (for all other academic petitions). The advisor/instructor should indicate whether he/she endorses the student’s request and why.

2. The petition must next be submitted to the student’s graduate unit—the faculty graduate director, the chairperson, or the departmental graduate committee, depending on the practice in the particular unit. In the College of Nursing, petitions are submitted to the PhD Program Director. The student may choose to submit the petition to the graduate unit even if the instructor/advisor does not endorse it. The unit should also indicate whether it supports or does not support the student’s request and why.

3. This petition should then be forwarded to the Dean of Graduate Studies. The student may choose to submit the petition to the Dean of Graduate Studies even if his/her academic unit does not support it. Additional information may be requested by the Dean of Graduate Studies prior to review of the petition. In certain cases, the Dean or his/her designee may ask the Senate Graduate Committee, serving in an advisory capacity, to review the petition and offer its recommendation for approval or disapproval. The decision of the Dean is final.

A written response to a complete petition will usually be mailed to the student within 2 weeks from its receipt by OGS and a copy sent to the academic unit. (This period may be extended to allow for University holidays or other periods when the University is not in session.) The original petition will be retained in the student’s file at the OGS. Petitions that are lacking required documentation will not be considered until all documentation has been received.

Additional information may be obtained from the Graduate Studies website:
http://grad.unm.edu/resources/gs-forms/index.html.

**NOTE:** A graduate student seeking retroactive withdrawal, enrollment, or disenrollment; extension of time for removal of an incomplete grade; a grade option change; or other academic record changes involving exceptions to the rules governing registration and academic records which are set forth in the *UNM Catalog* must submit a petition to the University Registrar. This petition process does not cover disputes
involving academic judgments. Petitions must include the student’s current return mailing address.

**Petitions to Modify College of Nursing Academic Requirements**

A petition to modify College of Nursing requirements should be submitted using the Petition for Exception to a CON Rule form in Appendix B. The request is initiated and signed by the student. It should clearly state the specific nature of the exception or special consideration being requested and provide a complete but concise justification. If the request involves the extension of a deadline, a proposed new deadline date should be indicated.

Petitions must be submitted in the sequence listed below:

1. The student must first submit the petition to his/her instructor of record (if course related) or faculty advisor (for all other academic petitions). The instructor/advisor should indicate whether he/she endorses the student’s request and why.

2. The petition must next be submitted to the College of Nursing Advisement Office, and the PhD student advisor will forward the petition to the PhD Program Director for review. Following this review, the PhD Program Director will forward the petition to the Chair, Research and PhD Studies, for signature.

**Graduate Student Academic Grievance Procedures**

The Graduate Student Academic Grievance (GSAG) Procedures have been established to address complaints, disputes, or grievances of an academic nature initiated by students enrolled in graduate degree programs at UNM. Although conflicts that on occasion occur between students and faculty or administrators may be resolved through formal adjudication, a more informal and productive kind of resolution—one that is mutually agreed upon by the parties involved—is strongly encouraged. **Note:** The informal procedure for the College of Nursing was described in Chapter 1 of this Handbook.

The GSAG procedures are available for the resolution of a variety of possible issues related to the academic process. These may include, but are not limited to, issues related to progress toward a degree and allegedly improper or unreasonable treatment, except that grievances based upon alleged discrimination or sexual harassment should be directed to the Office of Equal Opportunity (OEO). The grievance procedures may not be used to challenge the denial of admission to a degree program or to appeal the denial by the Dean of Graduate Studies of a petition or an exception to university-wide degree requirements, policies, or procedures.

1. A student with a complaint related to academic matters may consult with the Office of Graduate Studies to discuss his/her concerns, seek or clarify pertinent rules and regulations governing graduate study, and explore constructive ways to resolve the problem directly with the faculty member or administrator involved. This should occur as soon as reasonably possible after the student has become aware of the problem.
2. The student should then arrange a meeting with the faculty or administrator involved in the complaint to address the problem and to explore the possibility of a jointly achieved resolution.

3. If agreement cannot be reached, the student may seek the assistance of the departmental faculty graduate advisor and/or the chairperson in resolving the dispute. If the dispute is with a faculty member in a department different from the student’s, the appropriate chairperson or advisor would be in the department in which the faculty member resides or the department in which the course is offered. It is expected that these administrators will play an active part in helping to resolve the disagreement. In the event that the graduate unit involved is non-departmentalized, the student may go directly to the dean or director of that unit for assistance.

4. If the matter cannot be resolved at the departmental level, the student may bring the problem to the attention of the school or college Dean. The school or college Dean will determine whether to adjudicate the dispute or to refer the student to the Dean of Graduate Studies for a resolution. If the dispute is with a faculty member in a school or college different from the student’s, the appropriate dean would be the one in the unit in which the faculty member resides or in which the disputed course was offered.

In the resolution of grievances at the level of a school or college Dean or the Dean of Graduate Studies, the following procedures will apply, as described also in the University of New Mexico Pathfinder under “Student Grievance Procedure,” Sections 2.3.1–2.3.7 (http://pathfinder.unm.edu/campus-policies/student-grievance-procedure.html).

1. The student must submit a formal, written statement of his/her grievance. This document should summarize the facts that support the grievance, indicate the desired resolution and describe the efforts already made at reaching that resolution, as well as their outcome. Individuals against whom grievances have been filed will be sent a copy of the written statement and will have 2 weeks in which to respond in writing to the Dean.

2. The Dean will review all written materials submitted and provide both parties the opportunity to review and respond to all evidence. The Dean will interview each party and may interview other persons with relevant information. The Dean may elect to hold an informal hearing involving both the parties to the grievance and witnesses. If such a hearing is held, the parties will be given 5 days’ notice. Each party will be allowed to bring an advisor to the hearing but will not be permitted legal representation. Cross-examination of witnesses will be permitted, although the Dean may require that questions be directed through him/her.

3. The Dean may choose to convene an advisory committee to help evaluate the grievance. A school or college dean may utilize a standing committee from that unit; the Dean of Graduate Studies will utilize the Senate Graduate Committee.

4. Generally, a written report by the Dean will be issued within a period of 4 weeks after the grievance has been formally filed. (This period may be extended to allow for University holidays or other periods when the University is not in session.) The report will explain the Dean’s findings, conclusions, his/her decision and the basis for that decision. A copy will be sent to each party and to the chairperson or supervisor of the faculty or staff member involved.
5. The decision of the Dean may be appealed by either party to the Office of the Provost within a period of 2 weeks. The Provost will reconsider that decision only if there are substantive, procedural grounds for doing so (for example, significant evidence that was not accepted or has arisen since the Dean's decision was announced). The decision of the Provost is final.
Chapter 7
Standards of Conduct

*The Pathfinder* is the UNM Student Handbook. It can be found at: [http://pathfinder.unm.edu/](http://pathfinder.unm.edu/)

Selected sections of the Standards of Conduct have been reprinted in this Handbook. Students are encouraged to thoroughly review *The Pathfinder*.

**STUDENT CODE OF CONDUCT**
Adopted by the UNM Regents April 14, 1992 Revision approved by the Regents May 12, 1995

It is important for all students to be aware of conduct that will lead to disciplinary action by the University. In order to clarify the types of conduct which shall be considered to affect adversely the University’s educational function, to disrupt community living on campus, or to interfere with the rights of others to pursue their education, to conduct their University duties and responsibilities or to participate in University activities, the Board of Regents hereby adopts the following Code of Conduct for students:

1. **Scope**
The University may take disciplinary action for an offense against the Code of Conduct when the offense occurs on University premises or at University-sponsored events, or when an offense which occurs off campus is such that in the judgment of the Dean of Students, failure to take disciplinary action is likely to interfere with the educational process or the orderly operation of the University, or endanger the health, safety or welfare of the University community.

   The semester “student” includes both full-time and part-time students pursuing undergraduate, graduate or professional studies.

2. **Matters Subject to Disciplinary Action**
Appropriate disciplinary procedures and sanctions shall be applied to any student who commits, or attempts to commit, any of the following acts of misconduct:

   2.1. Actions which have great potential for physically harming the person or property of others, including that of the University, or which actually result in physical harm, or which cause reasonable apprehension of physical harm

   2.2. Any type of sexual assault including rape.

   2.3. Making false representations to the University, including forgery and unauthorized alteration of documents; unauthorized use of any University document or instrument of identification.
2.4. Academic dishonesty, including, but not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

2.5. Substantially interfering with the freedom of expression, movement or activity of others.

2.6. Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency. Misusing or damaging fire safety equipment on University premises.

2.7. Theft of property or of services. Possession of property that is known to be stolen.

2.8. Failure to comply with the lawful directions of University officials, including campus police officers and other law enforcement officials, acting in performance of their duties.

2.9. Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the University when requested to do so by a lawful custodian of the building, facility or property if the person is committing, threatens to commit or incites others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures or functions of the University.

2.10. Unauthorized presence in or use of University premises, facilities or property, in violation of posted signs, when closed, or after normal operating hours.

2.11. Illegal use, possession, or distribution of any controlled substance, illegal drug or alcohol.

2.12. Use or possession of fireworks on University premises or at University-sponsored events, unless expressly authorized in writing by the President.

2.13. Use, possession or storage of any weapon on University premises or at University-sponsored activities, unless expressly authorized in writing by the President. Weapon includes, but is not limited to, firearms, ammunition, bombs, explosives, incendiary devices, or other dangerous weapons, substances or materials.

2.14. Misusing University computing resources by intentionally making or receiving, accessing, altering, using, providing or in any way tampering with files, disks, programs, passwords or hardware belonging to other computer users without their permission.

2.15. Violation of published or posted University regulations or policies, including but not limited to regulations prohibiting discriminatory activity.

2.16. Aid to others in committing or inciting others to commit any act mentioned above.

2.17. Action(s) or conduct which hinders, obstructs or otherwise interferes with the implementation or enforcement of the Code of Conduct including failure to appear before any of the University’s disciplinary authorities and to testify as a witness when reasonably notified to do so by an appropriate University officer.
2.18. Any other acts or omissions which affect adversely University functions or University-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the processes of the University.

2.19. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

3. Rights of Students in Disciplinary Matters

Students’ rights under the state and federal constitutions are specifically acknowledged and affirmed, including the rights of freedom of speech, freedom of association, freedom of religion, and due process. The provisions of this Code of Conduct shall be construed so as not to infringe upon these rights, as those rights are defined by law.

4. Sanctions

4.1. Any student who violates any of the rules set forth in Section 3 above, shall be subject to warning (verbal or written), disciplinary probation, suspension, expulsion, dismissal from University employment, or being barred from campus. Student sanctions imposed under this Code of Conduct shall be imposed pursuant to the Student Standards and Grievance Procedure, or its successor.

4.2. As used in this subsection:

4.2.1. "Verbal warning" means an oral reprimand.

4.2.2. "Written warning" means a written reprimand.

4.2.3. "Disciplinary probation" means the establishment of a time period during which further acts of misconduct may or will result in more severe disciplinary sanctions depending on the conditions of the probation. Conditions of probation can include community service, attendance at workshops and/or seminars including but not limited to alcohol, drug or safety workshops and/or seminars, mandatory mental health evaluation and/or counseling or other educational sanctions.

4.2.4. "Suspension" means losing student status for a period of time specified in the terms of the suspension. A suspension may commence immediately upon a finding of a violation or it may be deferred to a later time.

4.2.5. "Expulsion" means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of 2 years from the date of expulsion, and it is not guaranteed even after that time.

4.2.6. "Dismissal" means termination of student employment, either for a stated time period or indefinitely.
4.2.7. "Barred from campus" means being barred from all or designated portions of the University property or activities.

4.3. The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the student’s record, and sanctions imposed in recent years for similar offenses. In considering the harm created, there shall be taken into account whether any harm or injury was targeted against a person or group because of that person or group’s race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

5. Implementation

The President of the University may adopt such procedures, rules or regulations as deemed necessary to implement this Code of Conduct.

1. All references to University officers, by title, in this Code shall also include the designee(s) of that officer.

POLICY ON ACADEMIC DISHONESTY
Adopted by the President, June 15, 1992

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

INTELLECTUAL PROPERTY POLICY
Adopted by the Board of Regents, June 1999

Students, faculty, and staff are subject to the Intellectual Property Policy passed by the Board of Regents in June 1999. If you create an invention or a copyrighted work, such as software, while at the University, you may need to report it to the University. For a clear determination, read the Intellectual Property Policy at: http://handbook.unm.edu/section-e/e70.html or call the Office of the Vice President for Research at 277-6128.
Chapter 8
University Resources

Libraries

The General Library at UNM includes Zimmerman Library, the Center for Southwest Research and affiliated programs, Fine Arts Library, Parish Memorial Library, and the Centennial Science and Engineering Library. On north campus there are the Health Sciences Center and the Law Libraries. For General Library hours call: 277-2311.

Health Sciences Center Library & Informatics Center
272-2311, http://hsc.unm.edu/library/
Nursing Services Librarian - Ingrid Hendrix, 272-0638, IHendrix@salud.unm.edu
- Health Sciences archives, 272-0656
- Native American Health Database, https://hscssl.unm.edu/nhd/
  Native and Distance Services Librarian, (505) 272-0664, pbradley@salud.unm.edu
- Online catalog: http://hestia.health.unm.edu/screens/mainmenu.html
- Reference and computer searches, 272-2311, 30Hreflib@salud.unm.edu
- Nursing Collection Development, 272-0638, 30HIHendrix@salud.unm.edu

Zimmerman Library
277-9100, http://library.unm.edu/about/libraries/zim.php
In addition to books and journals on humanities, social science, and education, Zimmerman houses:
- Interlibrary Loan Office http://illiad.unm.edu/illiad/logon.html
- Reference Tools http://libguides.unm.edu/reftools

Center for Academic Program Support (CAPS)
3BThird floor, Zimmerman Library, 277-7205, http://caps.unm.edu/

Center for Southwest Research and Special Collections
West Wing, Zimmerman Library, 277-9100, http://elibrary.unm.edu/cswr/

Herzstein Latin American Reading Room
- Zimmerman Library
- Hard copy newspapers from Latin America and Iberia
- Core journals in Latin American/Iberian studies
- Internet access, conference room, exhibition gallery
Affiliated Programs
West Wing, Zimmerman Library
• Center for Regional Studies, 277-2857
• Chaco Museum Archives, 346-2884
• Spanish Colonial Research Center, 346-2890

Parish Memorial Library
Adjacent to Graduate School of Management, 277-9100,
http://elibrary.unm.edu/about/libraries/pml.php
Books, journals, etc., on business, economics, management
• U.S. and international corporate annual reports
• SEC10-K reports
• Copy machines, study rooms
• Reference services, computerized databases, CD-ROM drives, Internet access

Fine Arts & Design Library
Fine Arts Center, 277-2357, http://library.unm.edu/about/libraries/fadl.php
• Books, journals, etc., for art, architecture, photography, music
• Recordings, music scores
• Listening/viewing facilities
• Exhibition catalogs

Centennial Science & Engineering Library
277-4858, http://library.unm.edu/about/libraries/csel.php
• Books, journals for science and engineering
• Technical reports, patents
• Maps & geographic resources
• Reference and database services

Law Library
Bratton Hall, 277-6236, http://lawlibrary.unm.edu/
• State and federal statutes and cases special sections for Native American law, Latin American law, land, water, and international statues and treaties

Associations

Graduate and Professional Student Association
31H http://www.unm.edu/~gpsa/

Sigma Theta Tau International
http://www.nursingsociety.org/Pages/ContactUs.aspx
Graduate Resource Center

Provides support for writing and research. Offers workshops and individual appointments. [http://www.unm.edu/~grad/grc/grc.html](http://www.unm.edu/~grad/grc/grc.html)

Parking

Day Permits for North Campus use may be purchased at the Health Science Library and Informatics Center. Contact the Information Desk.

**Note:** Additional University resources are listed in *The Pathfinder: The UNM Student Handbook.*
Appendix A: Quick Links to Electronic Forms

Application for Candidacy for the Doctoral or MFA Degree

Appointment of Dissertation Committee
http://grad.unm.edu/resources/gs-forms/documents/committee.pdf

Certification of Final Form of an Electronic Thesis or Dissertation (ETD)

Some Common Manuscript Problems
http://grad.unm.edu/resources/gs-forms/documents/common-manuscript-problems.pdf

Information Cover Sheet for Theses and Dissertations
http://grad.unm.edu/resources/gs-forms/documents/info-cover.pdf

Petition for Extension of an Incomplete Grade
https://registrar.unm.edu/forms/ext_incomplete.pdf

Proxy Signature Request Form

Report on Thesis or Dissertation

Thesis and Dissertation Guidelines
http://ogs.unm.edu/degree-completion/thesis-dissertations/guidelines.html

Note. Whereas the OGS provides a format that calls for the references to appear at the end of the appendices, the CON uses APA format, which specifies that the references be placed immediately after the text.
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Forms and Procedures

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### Advising Sheet Example for MSN-PhD Nursing Students

#### Individualized Plan of Studies – Part Time

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Plan to Take</th>
<th>Semester Course Taken</th>
<th>Credits/Grade</th>
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<tbody>
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<td><strong>Year 1 Summer</strong></td>
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<td>N690 PhD Seminar (3cr)</td>
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<td>N600 Philosophical Foundations of Nursing (3cr)</td>
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<td><strong>Year 1 Fall</strong></td>
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<td>N606 Quantitative Methods in Nurs Research (3cr)</td>
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<td>N621 Advanced Health Care Statistics II (3cr)</td>
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<td><strong>Year 2 Summer</strong></td>
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<td>N640 Evidence Health Policy &amp; Politics (3cr)</td>
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<td>N611 Rural and Cultural Health, or <strong>___</strong> (3cr)</td>
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<td><strong>Year 2 Fall</strong></td>
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<td>N607 Qualitative Methods in Nurs Research (3cr)</td>
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<td>N622 Advanced Quantitative Methods* course, or ___ (3cr)</td>
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<td><strong>Year 2 Spring</strong></td>
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<td>N602 Theory II: Synth Knowl Nurs Inquiry (3cr)</td>
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<td>N623 Advanced Qualitative Methods* course, or ___ (3cr)</td>
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<td>Progression Exam Students admitted 2015 &amp; beyond</td>
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<td><strong>Year 3 Fall</strong></td>
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<tr>
<td>___ (3cr)</td>
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<td>___ (3cr)</td>
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<td><strong>Year 3 Spring</strong></td>
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<td>___ (3cr)</td>
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<tr>
<td>___ (3cr)</td>
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</tr>
<tr>
<td><strong>Year 4 Summer</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>N699 Dissertation (6)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take PhD Comprehensive exam (admit thru 2014)</td>
<td></td>
<td></td>
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<tr>
<td><strong>Year 4 Fall</strong></td>
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<tr>
<td>N699 Dissertation (6)</td>
<td></td>
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<tr>
<td><strong>Year 4 Spring</strong></td>
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<td></td>
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</tr>
<tr>
<td>N699 Dissertation (6)</td>
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</tr>
<tr>
<td><strong>Note 1:</strong> continued enrollment in 6 cr of N699 Dissertation is required each semester until completion of the degree</td>
<td></td>
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</tr>
<tr>
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<td></td>
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</tbody>
</table>

*Must take one of the Advanced Methods courses either, 622 Advanced Quantitative Methods OR 623 Advanced Qualitative Methods.

**Blank areas are for substantive courses or electives. Please put the course number and title in the space provided. Students are strongly encouraged to take Nursing 694 Research Practicum for 1 elective.

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(Rev. 05-21-15)
### Advising Sheet Example for MSN-PhD Nursing Students

#### Individualized Plan of Studies – Full Time

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Plan to Take</th>
<th>Semester Course Taken</th>
<th>Credits/Grade</th>
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<tbody>
<tr>
<td><strong>Year 1 Summer</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N690 PhD Seminar (3cr)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>N600 Philosophical Foundations of Nursing (3cr)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Year 1 Fall</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N601 Theory I: Methods Proc Nurs Know Devel (3cr)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N620 Health Care Statistics I (3cr)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N641 Health Disparities and Policy or Elective (3cr)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Year 1 Spring</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N606 Quantitative Methods in Nurs Research (3cr)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N621 Advanced Health Care Statistics II (3cr)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N605 Symptom Mgmt Science or elective (3cr)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Year 2 Summer</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N640 Evidence Health Pol &amp; Politics or elective (3cr)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N611 Rural and Cultural Health, or <strong>___</strong> (3cr)</td>
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<tr>
<td><strong>Year 2 Fall</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N607 Qualitative Methods in Nurs Research (3cr)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>N622 Advanced Quantitative Methods* course, or <strong>___</strong> (3cr)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N___ Substantive Area course or Elective (3cr)</td>
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<tr>
<td><strong>Year 2 Spring</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N602 Theory II: Synth Knowl Nurs Inquiry (3cr)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N623 Advanced Qualitative Methods* course, or ___ (3cr)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N___ Substantive Area course or Elective (3cr)</td>
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<tr>
<td><strong>Year 3 Summer</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N___ Substantive Area course or Elective (3cr)</td>
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<tr>
<td>Prepare for Comps (admitted 2014 and earlier or Prog exam admit 2015 and beyond)</td>
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<td><strong>Year 3 Fall</strong></td>
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</tr>
<tr>
<td>N699 Dissertation (9cr)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Take PhD comprehensive examination</td>
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<tr>
<td><strong>Year 3 Spring</strong></td>
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<tr>
<td>N699 Dissertation (9cr)</td>
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<tr>
<td><strong>Year 4 Summer</strong></td>
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<tr>
<td>N699 Dissertation (9cr)</td>
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</tbody>
</table>

**Note 1:** continued enrollment in 6-9 cr of N699 Dissertation is required each semester until completion of the degree

Total = 51 credits Coursework (52 HP) + 18 credits Dissertation

*Must take one of the Advanced Methods courses either 622 Advanced Quantitative Methods OR 623 Advanced Qualitative Methods. **The blank areas are for substantive courses or electives. Please put the course number and title in the space provided. Students are strongly encouraged to take Nursing 694 Research Practicum for 1 elective.

**NOTE 2: Health Policy Concentration:** Students wishing a concentration in Health Policy must take Nursing 640, 641, 642, 648 and 649 in place of selected substantive and elective courses.

(Rev. 05-21-15)
Advising Sheet Example for BSN-PhD Nursing Students
Individualized Plan of Studies – Part Time

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Plan to Take</th>
<th>Semester Course Taken</th>
<th>Credits/Grade</th>
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<tbody>
<tr>
<td><strong>Year 1 Spring</strong></td>
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</tr>
<tr>
<td>N501 Theor Found of Advanced Nurs (3)</td>
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<tr>
<td>N503 Research in Nursing (3)</td>
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<td></td>
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<tr>
<td><strong>Year 1 Summer</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>N505 Health Care Policy (3)</td>
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<td></td>
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<tr>
<td>N690 PhD Seminar (3cr)</td>
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<td></td>
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</tr>
<tr>
<td><strong>Year 1 Fall</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>N509 Teaching in Nursing (3cr)</td>
<td></td>
<td></td>
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<tr>
<td>N557 Biophysical &amp; Pschosocial Concepts of Health and Illness (4cr)</td>
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<tr>
<td><strong>Year 2 Spring</strong></td>
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<tr>
<td>N510 Educational Program Dev/Eval (3cr)</td>
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<tr>
<td><strong>____ (3cr)</strong></td>
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<tr>
<td><strong>Year 2 Summer</strong></td>
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</tr>
<tr>
<td>N640 Evidence Health Pol &amp; Politics or elective (3cr)</td>
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<td></td>
</tr>
<tr>
<td>N600 Philosophical Foundations of Nursing (3cr)</td>
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<tr>
<td><strong>Year 2 Fall</strong></td>
<td></td>
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</tr>
<tr>
<td>N601 Theory I: Methods Proc Nurs Know Devel (3cr)</td>
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<tr>
<td>N620 Health Care Statistics I (3cr)</td>
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<tr>
<td><strong>Year 3 Spring</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>N606 Quantitative Methods in Nurs Research (3cr)</td>
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</tr>
<tr>
<td>N621 Advanced Health Care Statistics II (3cr)</td>
<td></td>
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<tr>
<td>N597 Plan II Exam (Part 1) (0cr)</td>
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<tr>
<td><strong>Year 3 Summer</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>____ (3cr)</strong></td>
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<tr>
<td>N611 Rural and Cultural Health, or</td>
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<tr>
<td><strong>____ (3cr)</strong></td>
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<tr>
<td><strong>Year 3 Fall</strong></td>
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</tr>
<tr>
<td>N607 Qualitative Methods in Nurs Research (3cr)</td>
<td></td>
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<tr>
<td>N622 Advanced Quantitative Methods* course, or <strong>____ (3cr)</strong></td>
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<tr>
<td><strong>Year 4 Spring</strong></td>
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<tr>
<td>N602 Theory II: Synth Knowl Nurs Inquiry (3cr)</td>
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<tr>
<td>N623 Advanced Qualitative Methods* course, or <strong>____ (3cr)</strong></td>
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<tr>
<td><strong>Year 4 Summer– Take Progression Exam</strong></td>
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<tr>
<td><strong>____ (3cr)</strong></td>
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<td><strong>____ (3cr)</strong></td>
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<tr>
<td><strong>Year 4 Fall</strong></td>
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<tr>
<td>N641 Health Disparities and Policy or Elective (3cr)</td>
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<tr>
<td>N699 Dissertation (3 cr)</td>
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<tr>
<td><strong>Year 5 Spring</strong></td>
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<tr>
<td>N699 Dissertation (6 cr)</td>
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<td>Year 5 Summer</td>
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<tr>
<td>N699 Dissertation (6 cr)</td>
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<table>
<thead>
<tr>
<th>Year 5 Fall</th>
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<tbody>
<tr>
<td>N699 Dissertation (6 cr)</td>
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<tr>
<td><strong>Note 1: continued enrollment in 6-9 cr of N699 Dissertation is required each semester until completion of the degree</strong></td>
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</tr>
<tr>
<td><strong>Total = 70 credits Coursework + 18 credits Dissertation</strong></td>
<td></td>
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</tr>
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- Dissertation: 18 credits

(Rev. 05-21-15)
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- N503 Research in Nursing (3)  
- N505 Health Care Policy (3)

#### Year 1 Summer
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- N600 Philosophical Foundations of Nursing (3cr)

#### Year 1 Fall
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- N620 Health Care Statistics I (3cr)  
- N557 Biophysical & Pschosocial Concepts of Health and Illness (4cr)

#### Year 2 Spring
- N606 Quantitative Methods in Nurs Research (3cr)  
- N621 Advanced Health Care Statistics II (3cr)  
- N510 Educational Program Dev/Eval (3cr)

#### Year 2 Summer
- N640 Evidence Health Pol & Politics or elective (3cr)  
- N611 Rural and Cultural Health, or Substantive Area course, or Elective (3cr)

#### Year 2 Fall
- N607 Qualitative Methods in Nurs Research (3cr)  
- N509 Teaching in Nursing (3cr)  
- N641 Health Disparities and Policy or Elective (3cr)

#### Year 3 Spring
- N602 Theory II: Synth Knowl Nurs Inquiry (3cr)  
- N623 Advanced Qualitative Methods* course, or **___ (3cr)  
- ___ (3cr)  
- N597 Plan II Exam (Part 1) (0cr)

**Year 3 Summer – Take Progression Exam**
- ___ (3cr)
- ___ (3cr)

#### Year 3 Fall
- ___ (3cr)  
- N622 Advanced Quantitative Methods* course, or ___ (3cr)  
- ___ (3cr)

#### Year 4 Spring
- N699 Dissertation (9 cr)

#### Year 4 Summer
- N699 Dissertation (6 cr)
<table>
<thead>
<tr>
<th>Year 4 Fall</th>
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</thead>
<tbody>
<tr>
<td><strong>N699</strong> Dissertation (9 cr)</td>
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PhD courses: 51 credits (52 if health policy Concentration)
Dissertation: 18 credits
College of Nursing
University of New Mexico
PhD Program

Appointment of Committee on Studies

Student’s Name

_______________________________

Committee on Studies

______________________________, Chair

______________________________, Committee Member

______________________________, Committee Member

________________________________________   _____________
Student’s Signature                     Date

________________________________________   _____________
Signature of Chair                      Date

________________________________________   _____________
Signature of Committee Member           Date

________________________________________   _____________
Signature of Committee Member           Date

________________________________________   _____________
Signature of PhD Program Director       Date

______________ Initials & Date received in Advisement Office

Revised 5/25/11
Approval to Waive a PhD Course

Student: _________________________________ Date: ________
(Please type) Last First MI

Student ID: _____________________________ Phone: ________

Address: ______________________________________________________
Street City ST Zip code

Email: _________________________________

Course: Section / Ref No. / Semester / Yr / Credits / Instructor

Rationale to waive course: (Please type)

Per approval of Committee on Studies

Approved: ______________________________
Instructor of course being waived

Approved: ______________________________
Chair of COS

Approved: ______________________________
COS Member #2

Approved: ______________________________
COS Member #3

Approved: ______________________________
Chair, Research and PhD Studies

Distribution:
Original: Student file Copy: Instructor, Student
Petition for Exception to a CON Rule

Student: ___________________________________________ Date: _________
(Please type) Last                First                  MI
Student ID: _________________________     Phone: _____________
Address: __________________________________________
       ____________________     ________________________
       Street                                                                                            City
       ST              Zip code
Email: ____________________________________________

Rule for which you are requesting an exception: (Please type)

Rationale and pertinent supporting detail: (Please type)

Statement by Faculty Advisor:

Approved / Denied by ____________________________
PhD Program Director

Distribution:
Original: Student file                     Copy: Instructor, Student
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<thead>
<tr>
<th>Year</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Begin</td>
<td>End</td>
<td>Begin</td>
</tr>
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# PhD Program Course Rotation Schedule, UNM College of Nursing

This course rotation schedule should be used as a guide in your program planning. Please see important note at bottom of this schedule.

## CORE COURSES*

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* No changes in semester of offering are anticipated at this time

## METHODS COURSES

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<td>X</td>
<td>X</td>
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## SUBSTANTIVE AREA COURSES

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<tr>
<td>603</td>
<td>3</td>
<td>Symptom Management Sciences</td>
<td>X</td>
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<td>605</td>
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<td>Environ Hum Health &amp; Nurs</td>
<td>X</td>
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<td>609</td>
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<td>Family Health</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>611</td>
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<td>X</td>
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## HEALTH POLICY COURSES

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<tr>
<td>641</td>
<td>3</td>
<td>Health Disparities &amp; Policy</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>642</td>
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<td>Aging Health Economics</td>
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<td>X</td>
<td>X</td>
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<td>648</td>
<td>1</td>
<td>Intro HLth Policy Field Plcmnt</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>649</td>
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## ELECTIVE COURSES

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<tr>
<td>615</td>
<td>3</td>
<td>Critical Ethnography</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>624</td>
<td>3</td>
<td>Behavioral Observation Methods</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>630</td>
<td>3</td>
<td>Peer Social Contact Illness</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>693</td>
<td>3</td>
<td>Child Health</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>693</td>
<td>3</td>
<td>HAW Health Research</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>694</td>
<td>3</td>
<td>Research Practicum</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>793</td>
<td>3</td>
<td>Genetics Elective</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

NOTE: This rotation of courses is not binding. Various factors may result in cancellation of courses or revisions to this schedule. Please also note that this schedule does not include other electives that may be offered under the 593 or 693 Topics numbers. Be sure to check with your advisor and the UNM Class schedule to identify appropriate electives (with advance approval of your Committee on Studies).

For more information, please email Jeri Belsher at jbelsher@salud.unm.edu, or call 1-800-690-0934: select option 2 for Student Academic Advisement, then press 3 to be connected.

Rev. 3/31/15
Dissertation Format for College of Nursing

The student is responsible for preparing a dissertation in proper format that is of high reproduction quality and free of grammatical and typing errors. Guidelines on dissertation format are detailed and should be carefully followed. The College of Nursing uses APA formatting. All CON dissertations should be in APA format. Students are urged to print current guidelines from the OGS website and to consult with the OGS manuscript reviewer for advice before defending their dissertations. These guidelines and most required forms are available on the OGS website: http://ogs.unm.edu/degree-completion/thesis-dissertations/index.html.

A traditional dissertation is a single written document, written solely by the doctoral candidate, presenting original scholarship. A non-traditional (hybrid) dissertation consists of a collection of related articles submitted for publication or already published.

Effective February 2008, doctoral candidates in the PhD Program in the College of Nursing have the option of completing either a traditional or a non-traditional (hybrid) dissertation. The doctoral candidate, in consultation with his/her Dissertation Committee, must decide which format is most appropriate.

The non-traditional dissertation is an option that is not appropriate for all students. Students considering the non-traditional dissertation should discuss the option with their Dissertation Committee Chair early in their dissertation planning. Considerations include the topic, timeline, the student’s demonstrated ability to write, evaluate, and synthesize existing literature. The final decision is a joint decision with the student and the Dissertation Committee.

The dissertation must include:

- An introduction and conclusion section
- Three manuscripts. All students must prepare a manuscript of the key findings. Students will typically also prepare a manuscript that addresses the state of the science (literature review) or the conceptual underpinnings of the study and a methodological manuscript that focuses on a unique application of a method, measurement, or instrument development. Additionally pilot study results, or policy analysis may be considered. If appropriate students may consider a second findings article. The content of the second and the third manuscript should be negotiated with the Dissertation Committee in advance of the study.
- Appendices with
  - IRB approved research protocol
  - All unpublished data necessary to answer research questions – analyzed and sufficiently described

All manuscripts submitted as components of the dissertation must have been submitted to a peer reviewed journal for review prior to the dissertation defense. The candidate’s Dissertation Committee will determine when the manuscripts meet professional standards for submission to the selected journal. When co-authored papers are included in the dissertation, the doctoral
candidate must be the first author and must include a statement in the dissertation that specifies the specific contributions of each author to the paper.

The candidate must meet the general manuscript format criteria set forth in the *UNM Catalog* website on manuscript guidelines. Students must adhere to copyright policies for obtaining permission to use a previously published manuscript.

See Comparison Chart on next page for Dissertation Options.
## Dissertation Format Comparison Chart

<table>
<thead>
<tr>
<th>Traditional Format</th>
<th>Non-Traditional: CON Three-Manuscript Option</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Front Matter</strong></td>
<td><strong>Front Matter</strong></td>
</tr>
<tr>
<td>Abstract</td>
<td>Abstract</td>
</tr>
<tr>
<td>Dedication</td>
<td>Dedication</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>Acknowledgements</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Table of Contents</td>
</tr>
<tr>
<td>List of Figures</td>
<td>List of Figures</td>
</tr>
<tr>
<td>List of Tables</td>
<td>List of Tables</td>
</tr>
<tr>
<td>Symbols/Abbreviations</td>
<td>Symbols/Abbreviations</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Chapter I: Introduction</strong></th>
<th><strong>Chapter I: Introduction</strong></th>
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</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>Intro to Chapter</td>
</tr>
<tr>
<td>Hypothesis and rationale for each</td>
<td>Significance of Study (include abbrev. lit review)</td>
</tr>
<tr>
<td>Scope of the Study</td>
<td>Purpose of Study</td>
</tr>
<tr>
<td>Limitations</td>
<td>Research Questions/Hypothesis</td>
</tr>
<tr>
<td>Assumptions</td>
<td>Assumptions</td>
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<tr>
<td>Significance of the Study</td>
<td>Operational Definitions</td>
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<tr>
<td></td>
<td>Summary to include intro to the 3 manuscripts and how they fit together as a dissertation</td>
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<table>
<thead>
<tr>
<th><strong>Chapter II: Review of Literature</strong></th>
<th><strong>Chapter II: Manuscript I:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic-specific subheadings</td>
<td>Possibilities include: a concept analysis, a review/critique of key literature, or as negotiated with committee.</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Chapter III: Methods</strong></th>
<th><strong>Chapter III: Manuscript II</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Methods</td>
<td>Possibilities include manuscript on methods if applicable (or as negotiated with committee)</td>
</tr>
<tr>
<td>Setting</td>
<td>• Methods if applicable (or as negotiated with committee)</td>
</tr>
<tr>
<td>Subjects</td>
<td>• Pilot study findings</td>
</tr>
<tr>
<td>Procedures</td>
<td>• Policy analysis</td>
</tr>
<tr>
<td>Research Design</td>
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<tr>
<td>Statistical Analyses</td>
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<tr>
<td>Topic-specific subheadings</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Chapter IV: Results</strong></th>
<th><strong>Chapter IV: Manuscript III</strong></th>
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<tr>
<td>Results</td>
<td>Key findings manuscript</td>
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<tr>
<td>Descriptive Characteristics</td>
<td>Will include applicable literature and methods consistent with journal standards.</td>
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<tr>
<td>Topic-specific sub-headings</td>
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<table>
<thead>
<tr>
<th><strong>Chapter V: Discussion</strong></th>
<th><strong>Chapter V: Summary, Conclusions &amp; Recommendations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic-specific sub-headings</td>
<td>Serves to pull together the 3 articles – discuss implications of work. Purpose is NOT to discuss data not presented in manuscript</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Chapter VI: Summary, Conclusions, &amp; Recommendations</strong></th>
<th><strong>References</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>Complete list for the entire dissertation</td>
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<tr>
<td>Conclusions</td>
<td>• Note: each manuscript will additionally include the references specific to that manuscript</td>
</tr>
<tr>
<td>Recommendations</td>
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<table>
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<th><strong>References</strong></th>
<th><strong>Appendices</strong></th>
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</thead>
<tbody>
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<td>A. Informed Consent</td>
<td>A. All unpublished data necessary to answer research questions – analyzed and sufficiently described</td>
</tr>
<tr>
<td>B., C., D., etc., Topic specific</td>
<td>B. IRB approved research protocol</td>
</tr>
<tr>
<td></td>
<td>C. Informed Consent documents</td>
</tr>
<tr>
<td></td>
<td>D. E. Topic specific</td>
</tr>
</tbody>
</table>
University of New Mexico
College of Nursing

Independent Study Contract

Student: _______________________________ Date: ______________
(Please type) Last First MI

Student ID: ____________________________ Phone: __________________

Address: _______________________________________________________
Street City ST Zip code

Email: _________________________________
Undergraduate O
Graduate: MSN O
Graduate: PhD O

Course: _______________________________ / _______________________________
Section Ref No. Semester Yr Credits Instructor

Proposed Statement of Work: (Please type)

______________________________          
Student

Approved: __________________________  Approved: ______________________
Supervising Faculty Additional Faculty

This form is to be executed for every Independent Study offered by the College of Nursing. It is expected the
student and instructor will agree upon the course content and appropriate credit hours in advance of executing
this contract. It is the responsibility of the instructor to ensure the contents of this contract of the executed form
are correct.

**This completed and approved form must be signed by the Instructor.**

* Doctoral students must have approval of committee of study for an independent study to count as part of their application
for candidacy; only 3 credits of nursing N691/591 are eligible

**Distribution:**
Original: Student file
Copy: Instructor, Student
Revised 4/10/06
University of New Mexico  
College of Nursing  
Research Practicum Contract

Student: _____________________________________ Date: ____________________________
(Please type) Last First MI

Student ID: ________________________________ Phone: ____________________________

Address: ____________________________________________________________________
                    Street               City               ST               Zip code

Email: ________________________________________________________________

Course: ________________________________________________________________
Section Ref No. Term Yr Credits Instructor

Proposed Statement of Work: (Please type)

Criteria for Evaluation: (Please type)

Student Signature

Approved: ___________________________________________ Approved: ________________
           Supervising Faculty                   Additional Faculty

This form is to be executed for every Research Practicum offered by the College of Nursing. The student and faculty must agree upon the course content and appropriate credit hours in advance of executing this contract. It is the responsibility of the instructor to ensure the contents of this contract of the executed form are correct.

This completed and approved form must be signed by the Instructor.*
* Doctoral students must have approval of committee of study for an independent study to count as part of their application for candidacy

Distribution:
Original: Student file      Copy: Instructor, Student  
Developed October 28, 2013
NEXus Doctoral Elective Courses

The University of New Mexico College of Nursing is part of NEXus (Nursing Education Xchange), a partnership among select U.S. institutions to facilitate enrollment in doctoral courses not available on a student’s home campus (e.g., UNM). NEXus is managed through the Western Institute of Nursing (WIN). Through NEXus, the institutions have identified courses that are available at a distance and open for enrollment from Academic Collaborator and Affiliate member institutions. This allows participating institutions to share seats in courses and transfer credits in those courses across member institutions. Students should discuss plans to enroll in a NEXus course with their Committee on Studies Chair before enrolling in the course. Without the approval of the Committee on Studies, students might not be able to include the course(s) on their Application for Candidacy.

Financial Considerations
The current rate for a NEXus course is $775.00/credit hour. This fee covers all associated university fees. The student should not be billed for any additional university fees (e.g., technology fee, library fee, enrollment fee, etc.). As with all courses, students are responsible for the cost of their books and educational materials.

NEXus courses qualify for financial aid. If you are receiving financial aid and plan on taking a NEXus course, please contact Ana Vigil (amvigil@salud.unm.edu) to complete a UNM consortium agreement.

Students are responsible for meeting the registration and payment deadlines of the institution that is offering the course. In most cases, this will not coincide with UNM’s calendar, so advanced planning financially and academically is important.

Academic Considerations

Policies on the transfer of NEXus courses vary by institution.

NEXus courses cannot be substituted for core courses or the substantive area courses:

- N600 Philosophical Foundations of Nursing
- N601 Theory I: Methods and Processes of Nursing Knowledge Development
- N602 Theory II: Synthesis of Knowledge for Nursing Inquiry
- N606 Quantitative Methods in Health Research
- N607 Qualitative Methods in Health Research
- N608 Environments of Human Health and Nursing
- N609 Family Health: Concepts, Issues, and Outcomes
- N610 Nursing Education: Pedagogy and Roles
- N611 Rural and Cultural Health
- N620 Health Care Statistics I
- N621 Health Care Statistics II
- N622 Advanced Quantitative Methods
Students enrolled in a NEXus course must meet all course requirements. Students are encouraged to contact the course faculty in advance to ensure that they understand the course requirements (e.g., prerequisite courses, vacation periods, on-campus requirements, technology requirements, synchronous versus asynchronous discussions, etc.).


For assistance in registering for a NEXus course contact Jeri Belsher (505) 272-4223, or [JBelsher@salud.unm.edu](mailto:JBelsher@salud.unm.edu).
REQUEST FOR A GRADE OF INCOMPLETE

I, (name) ____________________________________________, request a grade of Incomplete in the following course for the reason(s) listed below.

______________________________________________________________________________

Course Number  Section  Course Title
______________________________________________________________________________

Instructor  Semester  Year

The request is based on the following reason(s):

______________________________________________________________________________

The remaining course work, which I will complete and submit to the instructor, is as follows:

I will submit the remaining work on or before the following date: _____________________. I understand that if the work is not submitted by this date, the final grade to be assigned is ______. If I cannot meet this deadline due to extenuating circumstances, I will submit a new Request for a Grade of Incomplete form to the course instructor before this deadline has passed. I understand that as long as this deadline is earlier than the deadline specified in the UNM Catalog, this deadline supersedes the UNM deadline for removal of grades of Incomplete. If the grade assigned is a “W”, I understand that I will have to re-enroll in the course, and pay tuition for the course again.

Comments:

______________________________________________________________________________

Student signature  Date

Instructor signature  Date

After signatures are obtained, the instructor and student will retain a copy, and the instructor will forward the original of this signed form to the College of Nursing, Advisement Office.

From the UNM Catalog (2003-2005): “The grade of “I” is given only when circumstances beyond the student’s control have prevented completion of the course work within the official dates of a session. Students should not re-enroll or re-register (for credit) in a course for which an Incomplete has been received in order to resolve the Incomplete” (p. 42).

RMG, May 10, 2004 – Incomplete Grade Form
Revised July 8, 2004
Title: Student Email Policy

Doc Type: Policy  
Policy #:  
Effective Date: 2/16/15  
Owner(s): College of Nursing  
Version #:  
Applies to: College of Nursing Faculty, Staff, and Students

PURPOSE
There is an increasing need for fast and efficient communication with currently enrolled students in order to conduct official business at the College of Nursing. Official communication includes, but is not limited to, academic deadline notifications, billing statements, specific course information, and campus alerts. Email is one of the available mechanisms for formal communication by the College with students, and the College reserves the right to send official communications to students by email with the full expectation that students will receive and read these emails in a timely fashion.

UNM cannot verify the ownership of private emails such as Gmail, Yahoo, Hotmail, etc., whereas University email accounts are issued only to enrolled students. The only sure way to avoid FERPA violations and guarantee that University emails are delivered to the intended party is through use of official University email addresses.

Each student has a UNM email account created for him or her for use throughout the time the student is registered for classes. The UNM email account shall be considered an appropriate delivery method for official communication with students by the College unless otherwise prohibited by law.

APPLICABILITY
CON Faculty, Staff, and Students

POLICY STATEMENT
Students are responsible for:

- checking their email frequently (at a minimum of once per week or as indicated by an instructor) in order to stay current with College-related communications;
- ensuring there is sufficient space in their accounts for email to be delivered; and
- recognizing that certain communications may be time-imperative.

Students will not be held responsible for a substantial interruption in their ability to access a message if system malfunctions or other system-related problems prevent timely delivery of, or access to, that message (e.g., power outages or email system viruses). Students should check their email frequently to prevent problems caused by a brief system failure.
Policy

UNM College of Nursing

- Students are responsible for protecting PHI (Patient Health Information) by using HSC-provided encryption.

Students who choose to have their email forwarded to a private (unofficial) email address outside the official University (@unm.edu) do so at their own risk. The University and the College are not responsible for any difficulties that may occur with privacy or security, in the proper or timely transmission, or in accessing email forwarded to any unofficial email address. Such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students' official UNM email addresses. Failure to check email frequently or email returned to the College with "mailbox full" or "user unknown" are not considered acceptable excuses for failing to know about and comply with official email communication.

Students should report problems with University email or access to IT (Information Technologies Department) at 505-272-8112 or nursing.unm.edu/IT.

Faculty & staff are responsible for communicating official College of Nursing business to students using the student's UNM email account.

- In cases where an external student (transfer, NMNEC, Nexus) does not have a UNM email account, the home school address should be used for all confidential or official business. Non-educational email (for example: Gmail, Yahoo, or Hotmail) should be used only for introductory purposes. The student should be notified that further contact requires an education account.
Student Milestones in the PhD Program

MILESTONES – Part Time Students (6 cr per semester)

Year One (Summer-Fall-Spring) – PhD STUDENT
1. _____ Obtain College approval for admission to the PhD program.
2. _____ Complete the first year summer residency for PhD students.
3. _____ During the first year of enrollment, think who you want as your Committee on Studies, constituted by late spring or early summer of Year Two.
4. _____ Attend the Western Institute of Nursing conference (presentation, poster, or other participation is encouraged).
5. _____ Complete 18 credits of coursework.

Year Two (Summer-Fall-Spring) – PhD STUDENT
6. _____ Complete the second year of summer residency for PhD students.
7. _____ With input and approval of your Committee of Studies, plan your program of studies (i.e., coursework to be completed).
8. _____ Attend the Western Institute of Nursing conference (presentation, poster, or other participation is encouraged).
9. _____ Complete 18 credits of coursework, for a total of 36 credits.

Year Three (Summer-Fall-Spring) – PhD STUDENT
10. _____ Complete the third year of summer residency for PhD students.
11. _____ Attend the WIN (or other) research conference (presentation, poster, or other participation is encouraged).
12. _____ Complete 15 credits of coursework, for a total of 51 credits.
13. _____ Officially constitute your PhD Comprehensive Examination Committee (probably the same as your Committee on Studies).

Year Four (Summer-Fall-Spring) – PhD STUDENT
14. _____ Complete your Application for Doctoral Candidacy.
15. _____ Finalize the format and date of your PhD comprehensive examination.
16. _____ Complete and pass the PhD comprehensive examination.
17. _____ Submit paperwork for advancement to doctoral candidacy.
18. _____ Officially constitute your Dissertation Committee.
19. _____ Determine a timeline for completion of your dissertation.
20. _____ Attend the Western Institute of Nursing conference (presentation, poster, or other participation is encouraged).

Year Five+, as required (Summer-Fall-Spring) – PhD CANDIDATE
21. _____ Prepare and defend your dissertation proposal.
22. _____ Obtain the necessary HRRC/IRB approval(s).
23. _____ Collect and analyze data.
24. _____ Prepare the final dissertation
25. _____ Schedule the dissertation defense.
27. _____ Graduate and Celebrate!
Student Milestones in the PhD Program

MILESTONES – Full Time Students (9 cr per semester, with 6 cr the first summer)

Year One (Summer-Fall-Spring) – PhD STUDENT
1. _____ Obtain College approval for admission to the PhD program.
2. _____ Complete the first year summer residency for PhD students.
3. _____ During the first year of enrollment, think who you want as your Committee on Studies, constituted by the end of the spring semester.
4. _____ Attend the Western Institute of Nursing conference (presentation, poster, or other participation is encouraged).
5. _____ Complete 24 credits of coursework.

Year Two (Summer-Fall-Spring) – PhD STUDENT
6. _____ Complete the second year of summer residency for PhD students.
7. _____ With input and approval of your Committee of Studies, finalize plans for completion of coursework.
8. _____ Attend the Western Institute of Nursing conference (presentation, poster, or other participation is encouraged).
9. _____ Complete 27 credits of coursework, for a total of 51 credits.

Year Three (Summer-Fall-Spring) – PhD STUDENT
10. _____ Complete the third year of summer residency for PhD students.
11. _____ Officially constitute your PhD Comprehensive Examination Committee (probably the same as your Committee on Studies).
12. _____ Complete your Application for Doctoral Candidacy.
13. _____ Finalize the format and date of your PhD comprehensive examination.
14. _____ Complete and pass the PhD comprehensive examination.
15. _____ Submit paperwork for advancement to doctoral candidacy.
16. _____ Officially constitute your Dissertation Committee.
17. _____ Determine a timeline for completion of your dissertation.
18. _____ Attend the Western Institute of Nursing conference (presentation, poster, or other participation is encouraged).

Year Four+, as required (Summer-Fall-Spring) – PhD CANDIDATE
19. _____ Prepare and defend your dissertation proposal.
20. _____ Obtain the necessary HRRC/IRB approval(s).
21. _____ Collect and analyze data.
22. _____ Prepare the final dissertation
23. _____ Schedule the dissertation defense.
25. _____ Graduate and Celebrate!
STUDENT SNAPSHOT OF THE PHD DEGREE IN NURSING  
(Adapted from the OGS website)

The student must follow the *UNM Catalog* in place at the time of his/her admission (or subsequent catalog), plus any additional College of Nursing (CON) requirements.

The student must meet the *general degree requirements* published in the *UNM Catalog*.

The student should check his/her academic record (LoboWeb) at the end of each semester to ensure that his/her status, degree program, grades, and GPA are correct and in compliance with *University policies*.

The student is required to pass a *doctoral comprehensive examination*. The *Announcement of Examination form* must be submitted to OGS a minimum of 2 weeks before the scheduled date of the examination (CON Advisement Office will submit this form). The student must be enrolled and complete a minimum of one hour of graduate credit in the semester s/he takes the comprehensive examination and must be in good academic standing.

The student must submit an *Application for Candidacy (AC)* listing all the courses that apply to the degree. The AC form should be completed by the student and brought to the oral component of the PhD comprehensive examination. The CON Advisement Office will submit the signed AC form to the Office of Graduate Studies.

The student is *Advanced to Doctoral Candidacy* by the Dean of Graduate Studies in the semester when all the following criteria have been met:

1. The doctoral comprehensive examination has been passed;
2. OGS has approved the Application for Candidacy;
3. Language/skill requirement (not typically required for nursing) is satisfied; and
4. OGS has approved the Appointment of Dissertation Committee form.

The student must submit an *Appointment of Dissertation Committee form* within the first semester of Dissertation (699) enrollment after passing the comprehensive examination.

The student must notify the CON Advisement Office of his/her intent to graduate the semester prior to the semester of graduation. The student should confirm additional deadlines with his/her program.

The student must defend his/her dissertation. An *Announcement of Examination form* must be submitted 2 weeks prior to the dissertation defense date (CON Advisement Office will submit this to OGS).
The student must satisfy degree requirements (defended and submitted final dissertation to OGS) by the deadlines of July 15 for summer graduation, November 15 for Fall graduation, or April 15 for Spring graduation.

The student must complete a minimum of 18 hours of dissertation/699. Once a student begins enrollment in 699 s/he must enroll in 699 every semester until the dissertation is accepted by OGS.

The student must meet all dissertation requirements. Please refer to the Graduation Checklist form at the OGS home page. The dissertation must be submitted no later than 90 days after passing the dissertation defense, or the semester graduation deadline, whichever comes first. Manuscript formatting guidelines are available at the OGS home page.

The student who misses the semester graduation deadline, but completes degree requirements by the last day of that semester may choose to follow the Graduation Courtesy Policy.

NOTE: Deadlines that fall on a weekend or holiday are automatically moved to the end of the next business day.